

## WFNS's Statement of Inclusion

The Writers' Federation of Nova Scotia (WFNS) strives to offer inclusive physical and virtual spaces where all feel welcome. To this end, we require that all participants of WFNS events and of member-organized events in WFNS spaces (1) refrain from speaking, typing, or behaving in racist, xenophobic, sexist, homophobic, transphobic, and/or other discriminatory ways and (2) provide reasonable advanced warning before sharing violent or traumatic subject matter, which always has the potential to distress others.

If any event participant violates this statement of inclusion, WFNS staff, volunteers, and contractors and hosts of member-organized events in WFNS's spaces have the right to ask that participant to leave. WFNS's full Code of Conduct is available from WFNS staff upon request by email.

## Wayfinding

All in-person spaces are located at 1113 Marginal Road, Halifax, where WFNS shares facilities with other members of the Cultural Federations of Nova Scotia (CFNS).

- **Event attendees must enter & exit all spaces through the exterior WFNS Office door**, located opposite the NSCAD University Port Campus entrance and less than 10 metres from Tomavino's Ristorante.
- A **satellite map** (available as a full-colour JPG at [writers.ns.ca/about/contact](http://writers.ns.ca/about/contact)) may be used in event promotions or invitations. A detail from this satellite map is below.
- A **WFNS A-frame sign** (stored in the WFNS Office) may be placed outside the WFNS Office door.

The interior WFNS Office door leads to the CFNS Atrium.

A short corridor off of the CFNS Atrium leads to

- the stairway up to the **CFNS Boardroom**;
- the CFNS printer room, which stores **additional chairs** for use in the CFNS Atrium or WFNS Office;
- **two single-occupant, all-gender washrooms**, one of which is wheelchair-accessible.

## Detail from satellite map



## Logistical responsibilities of event organizers

- You must arrange with WFNS staff to pick up a key for the exterior WFNS Office door. The key must be picked up prior to your event, during regular work hours, and when at least one staff member is already working onsite—so please make arrangements early. After the event (or the last event in a series), you must leave the key in the WFNS Office, beside the bust of George Orwell, which is atop the largest desk.
- You must direct event attendees to enter & exit through the exterior WFNS Office door.
- You must plan to enter through the exterior WFNS Office door and, after leaving the key, exit first through the interior WFNS Office door and then through one of two other CFNS doors—the door by the CFNS Atrium reception desk, or the door at the end of the corridor leading to the washrooms.
- You must recruit any volunteer(s) required to help you with event set-up, delivery, and tear-down. WFNS staff cannot be available to co-organize, speak at, or otherwise assist in the delivery of member events.
- If using WFNS's projector or the CFNS Boardroom's smartboard with your own device, you should bring any relevant cords and adapters you have. Although numerous cords and adapters are available for use with the projector and smartboard, they may not match all devices.

## Amenities

- Additional chairs: stored in the CFNS printer room, down the short corridor off of the CFNS Atrium. You may use these chairs in the Atrium or WFNS Office, and you may collapse & store unneeded Atrium tables in the printer room.
- Dishware, drinkware, & cutlery: stored in the WFNS Office hutch. They may be used in any event space.
- Kitchen appliances: full fridge & freezer, microwave, electric kettle, and sink available in the CFNS Atrium; mini-fridge and microwave available in the CFNS Boardroom.
- Lectern: stored just inside the interior WFNS Office door. It may be used in any event space.
- Projector and pull-up screen: must be requested in advance. If requested, they will be left in a prominent place in the WFNS Office and may be used in the CFNS Atrium or WFNS Office. (The CFNS Boardroom is already equipped with a large display monitor.)
- Wi-Fi: accessible using the password “11marginal13” with any network whose name includes “CFNS....”

## Post-event checklist

- Dispose of all refuse in appropriate receptacles. Large receptables are located in the CFNS Atrium kitchen.
- Dispose of any remaining food or drink, or pack it to take with you.
- Return all CFNS Atrium chairs & tables to their original locations; return extra chairs to the printer room.
- Return the WFNS A-frame sign to the WFNS Office.
- Return all WFNS equipment (projector, screen, and cords) to the WFNS Office.
- Wash, dry, and return all WFNS dishware, drinkware, & cutlery to the WFNS Office hutch.

## Locking up

While turning off all lights behind you and ensuring all doors are fully closed,

1. lock the exterior WFNS Office door from the inside by turning the deadbolt to the horizontal position;
2. place the WFNS Office key beside the bust of George Orwell (atop the largest desk in the WFNS Office);
3. lock the interior WFNS Office door by pushing in the button on the interior handle; and
4. exit through the CFNS Atrium—either through the door by the Atrium reception desk or through the door at the end of the corridor leading to the washrooms.

## Emergency contacts

- Halifax Port Authority Security: 902-426-3629
- Oriana Duinker (WFNS Executive Director): 782-414-3426 (personal cell; please text)
- Andy Verboom (WFNS Program Manager): 782-774-7300 (personal cell; please text)