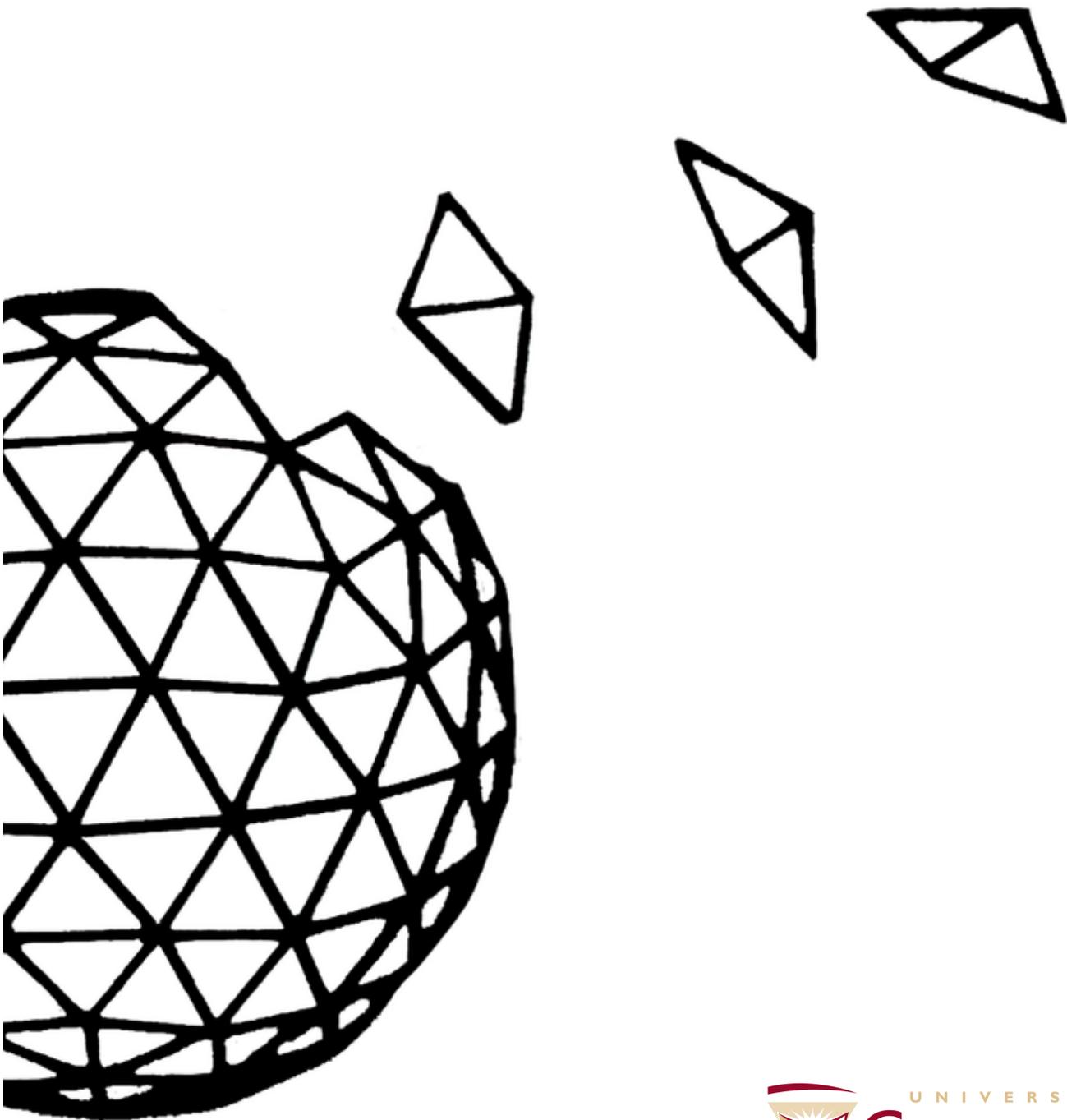


**Enable Montreal /
Montréal sans obstacle**

Participant Guide



Partners and Collaborators

Enable Montreal is coordinated by Concordia University through the Office of Community Engagement, in collaboration with SHIFT- Concordia's Social Innovation Hub.

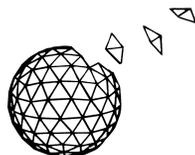


Table of contents

Welcome!	2
About Enable Montreal	2
Mandates	2
Phases	2
1) Foundations	2
2) Research	3
3) Design & Prototyping	3
4) Final Presentation	3
What happens after the closing event?	3
Getting Involved	4
What is the total time commitment?	4
What if I can't attend one of the events?	4
Resource People	5
Project Coordinator	5
Community Liaisons	5
Mentors	5
Financial support	6
Will there be a winner?	6
What can we spend our money on?	6
Accessibility Commitments	7
Communication accessibility	7
Sensory Accessibility	7
Interactive Accessibility	7
Food Accessibility	7

Welcome!

About Enable Montreal

Enable Montreal is a non-competitive design challenge that seeks to promote cross-team collaboration and generate feasible solutions that will make Montreal more accessible and inclusive for people living with physical disabilities. Instead of a final prize, all teams will receive financial support at each milestone to recognize their efforts and keep pushing their ideas forward.

Enable invites you to:

- **Learn** about accessibility and inclusion challenges in Montreal and community-led projects that are already making a positive impact
- **Collaborate** with a diverse set of engaged community members, students, researchers, activists and design professionals
- **Co-create** potential solutions to make Montreal more accessible and inclusive for people living with physical disabilities.

Mandates

Each team will be asked to develop an innovative solution to an accessibility barrier that people living with physical disabilities and community organizations have identified. Framed as a question, this will be referred to as the team's *mandate*. Because Enable Montreal is a non-competitive process, more than one team may work on the same mandate.

Through consultation with community organizations and people living with disabilities, the Enable Montreal coordination team has developed a list of mandates that teams can pick from, which will be shared on April 6th. Teams also have the option of working on a self-identified mandate, provided they can demonstrate that they have validated the relevance of their proposed mandate with the appropriate communities.

Phases

The inaugural edition of Enable Montreal will take place over 13 weeks from March 9 to June 8, 2018. Registered participants will take part in a variety of scheduled activities and self-organized working sessions that will span four key phases, each of which is described below.

1) Foundations

- **When:** March 9 to April 7th (~5 weeks)
- **Objectives:**
 - Learn about accessibility, teamwork and design thinking
 - Meet the other participants, exchange knowledge and form teams

- Commit, as a team, to a particular mandate
- **Time Commitment:**
 - ~16 hours of organized activities (6 events)

2) Research

- **When:** April 7 to April 27th (~3 weeks)
- **Objectives:**
 - Dig deeper into the context surrounding your team's mandate
 - Review related studies, read pertinent articles and collect relevant statistics
 - Find out what has already been tried, what is working well and what is not
- **Time Commitment:**
 - ~2 hours of organized activities (1 event)
 - ~12 hours of self-organized work

3) Design & Prototyping

- **When:** April 28 to May 30 (~5 weeks)
- **Objectives:**
 - Brainstorm potential solutions
 - Develop mock-ups and test possibilities
 - Check-in with key stakeholders to ensure relevance of ideas
 - Refine design into a final proposal
- **Time Commitment:**
 - ~12 hours of organized activities (2 events)
 - ~20 hours of self-organized work

4) Final Presentation

- **When:** June 1 to June 8 (~1week)
- **Objectives:**
 - Create materials to present findings at a kiosk
 - Develop and practice a pitch
 - Participate in closing event
- **Time Commitment:**
 - ~10 hours of organized activities (3 events)
 - ~8 hours of self-organized work

For more details about the specific events included in each phase, please consult the Complete Schedule. (Attached)

What happens after the closing event?

A celebratory closing event in early June will shine a spotlight on the evolution of each team's work. Ideas demonstrating high potential for impact will receive continued support from la MIS,

which may take several forms (supporting the project teams themselves, finding an appropriate “home” for the ideas to turn into concrete solutions, etc.)

Getting Involved

Participants are welcome to register for Enable Montreal alone or as part of a pre-existing team by **April 4th, 2018**.

Either way, final team composition will be confirmed on **April 6th**, at the end of the Foundations phase. Teams will be formed on the basis of shared interests, compatible schedules and complementary skill sets.

Ideally, each team will be composed of 4 to 6 members who bring different skill sets and experiences to the group. When forming the teams we will consider the following questions:

- Do we have a good mix of the following types of knowledge and skills?
 - accessibility
 - communications
 - community organizing
 - design
 - project management
- How can we maximize the diversity of expertise and experience around the table?
- Where, when and how often will we meet to complete the selected mandate?
- Who will manage our team’s money and how will we spend it?

What is the total time commitment?

Participation in Enable Montreal will span 3 months from March 9 to June 8, 2018. During this time participants are expected to attend 12 events, which will last a total of 40 hours. In addition to these organized activities, participants will need to meet with their teams independently in order to complete their research, develop their designs and prepare their final presentations. The amount of hours invested will vary from person to person and team to team, but we estimate participants will invest approximately 40 additional hours of outside work, in addition to the official Enable organized events.

What if I can’t attend one of the events?

Attendance at Enable Montreal events is highly recommended for all registered participants. If you cannot attend one of the events for whatever reason, please contact Marilou Daudier at enable@concordia.ca

Resources and Support

Enable Montreal is an experimental project. In order to ensure that our participants feel well supported throughout this experience, our team at Concordia can help you by:

- Booking a room on campus for your team meetings
- Helping you build your team dynamics
- Introducing you to community organizations and other stakeholders
- Connecting you with researchers
- Connecting you to prototyping resources
- Sharing/promoting the work you are doing

Resource People

Project Coordinator

Marilou Daudier, the Project Coordinator for Enable Montreal, will be the main resource person for each team. If you need help booking a room for a team meeting, if you are looking for specific referrals or resources, or if you have any other questions or concerns, do not hesitate to contact Marilou by phone at 514-848-2424-7030 or by email at enable@concordia.ca.

Community Liaisons

Each team will be paired with a community liaison who has expertise related to their mandate. The community liaisons will be available to offer occasional advice and feedback to the team and to ensure the ideas their team is developing resonate with the field. In addition, at the end of the design process, the community liaisons will ideally support the implementation of the proposed solution either by introducing their team to a related community organization or by working with la Maison d'innovation sociale and/or District 3 to develop next steps.

Mentors

Each team will be assigned a mentor who will check-in with the teams on a bi-weekly basis. The mentors are responsible for supporting teamwork, asking thought-provoking questions, and ensuring that the designs are on track.

Financial support

To recognize the effort of each participant, promote inter-team collaboration and keep pushing the potential solutions forward each team will receive an equal portion of the \$32,000 of available support funds.

Each team must designate a team treasurer who will be the recipient of the funds by cheque and be responsible for disbursing them according to the team's established priorities.

Will there be a winner?

No. Enable Montreal is a non-competitive program designed to promote cross-team collaboration and generate as many feasible solutions as possible. Instead of a single winner, the funding will be split equally between all teams and distributed at each phase of the project to help the teams develop their ideas.

What can we spend our money on?

Each team must designate a team treasurer who will be the recipient of the cheques and be responsible for disbursing the funds according to the team's priorities. Possible uses of support funding include:

- Compensating a team member or members for the time they invest in your mandate
- Snacks for team meetings
- Materials needed for prototypes
- Materials needed for kiosk
- Contributions to community organizations that have supported your team's work

Accessibility Commitments

Recognizing the many details that make an event truly accessible, the Coordination Team is taking the following steps to ensure that participation in Enable Montreal's activities is open to everyone:

Physical Accessibility

- Adapted transportation
- Accessible entrance at every event including ramps, elevators and snow removal when required
- Accessible bathrooms at every event
- Volunteers to wait for adapted transport prior and after each activity
- Attendants available at every event to accompany participants to the activities, to the bathroom and to serve food if necessary
- Adapted chairs upon request

Communication accessibility

- Printed documents will be made available in French, in English and in braille
- Translation headsets, ASL/LSQ interpreters, visual translation, captioned videos, whisper readers and event recordings can be made available upon request

Sensory Accessibility

- Scent-free spaces upon request
- Events will take place in spaces where lighting and sound can be controlled

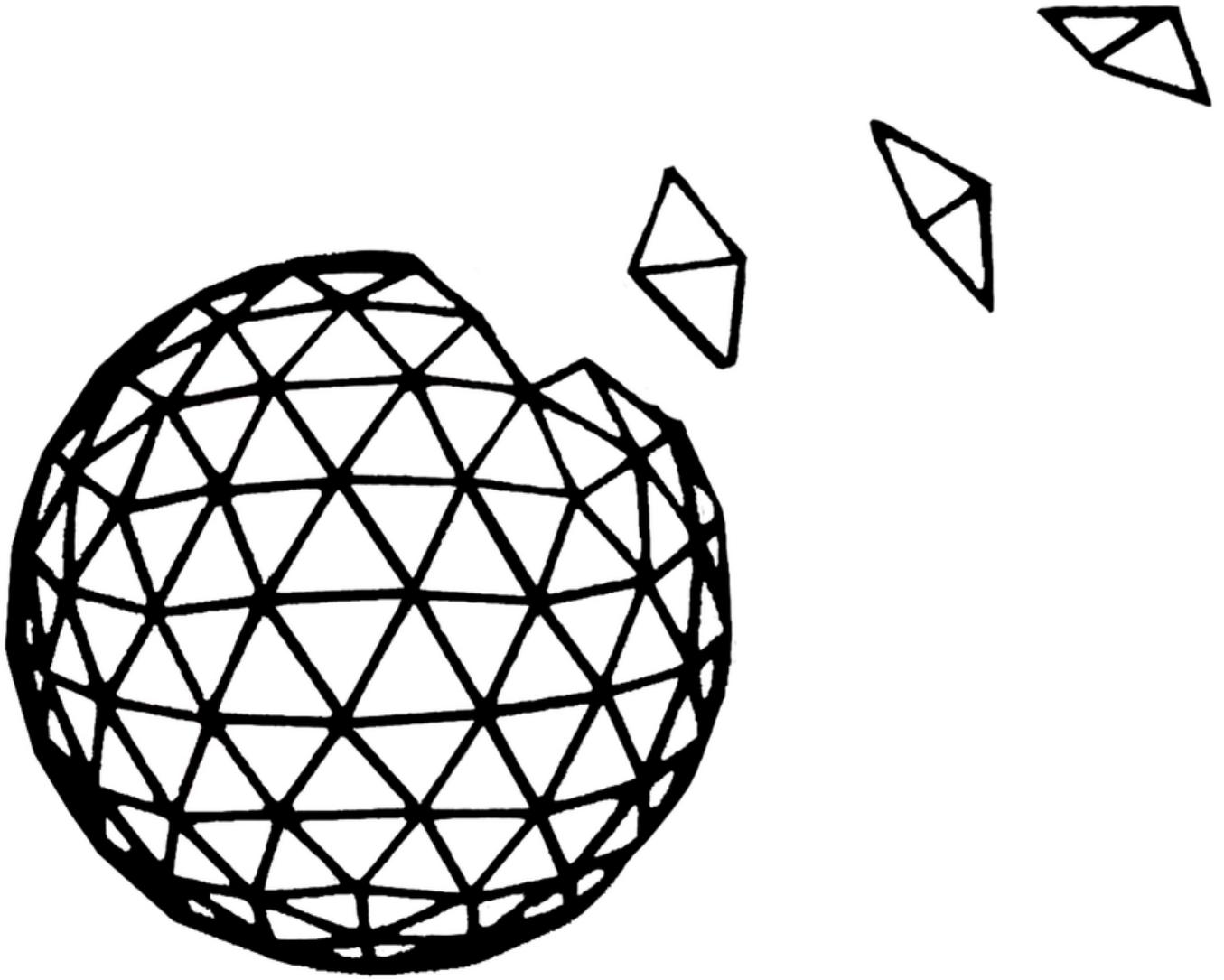
Interactive Accessibility

- Fidget toys and relaxation spaces will be available

Food Accessibility

- Straws and purées available upon request
- Food will be kept off floor level to reduce distractions for service dogs
- Vegan options
- Adapted menu depending on allergies and food intolerances

All the costs associated with the above services will be paid for by Concordia University thanks to support from la MIS. If you have any needs that are not covered by this list, please let Mariloue know by emailing her at enable@concordia.ca.



www.concordia.ca/enable
enable@concordia.ca
[#enablemtl](https://twitter.com/enablemtl)