



Immigrant Rights Strategy Convening
April 28-30 | Denver, Colorado
Logistics Memo

Agenda

A full draft agenda is available [here](#). This is a tentative schedule, subject to changes as planning continues. Check back here for updates.

Monday, April 28th

Check in at the hotel is available at 4pm local time.

- **5:30-7pm:** Welcome Happy Hour at Guard and Grace (1801 California St).
- **7pm onward:** Dinner on your own

Tuesday, April 29th

Breakfast served 8-9am

- **9am:** Welcome Plenary
- **10:30am-12pm:** Morning breakouts
- **12pm-1pm:** Lunch
- **1-2:30pm:** Afternoon breakouts
- **3-4:30pm:** Full group strategy session
- **6:00-onward:** Dinner on your own

Wednesday, April 30th

Breakfast served 8-9am

- **9:30-11am:** Narrative and communications workshop
- **11:30am-12:30pm:** Closing plenary
- **12:30pm:** Lunch available to go

The dress code for the event is casual.

If you have questions, please contact Ari Schwartz at aschwartz@localprogress.org

Location and Lodging

Meeting Location

The meeting will take place at the Renaissance Denver Downtown City Center Hotel (918 17th St, Denver, CO 80202).

The welcome happy hour will take place at Guard and Grace (1801 California St, Denver, CO 80202).

Lodging

Attendees will be staying at the Renaissance Denver Downtown City Center Hotel (918 17th St, Denver, CO 80202). Each attendee will have their own room. Local Progress Impact Lab will arrange lodging in our room block for all attendees unless otherwise requested in registration.

- Check in is at 4pm on Monday, April 28. You will be asked to provide a credit card at check-in for incidentals.
- Check out is at 11am on Wednesday, April 30. We recommend checking out in the morning before programming begins and stowing luggage with the hotel.

Registration, Hotel Booking, and Travel

Registration

Registration includes breakfast, lunch, and snacks on April 29 and April 30, as well as an opening reception on April 28. We may arrange a dinner offsite on April 29.

Please complete your [registration](#) by March 1, 2025. On your registration, you can indicate whether you need support with the hotel and travel costs.

Hotel Costs

All attendees will be placed in the room block at the Renaissance hotel upon registration, unless otherwise requested.

For those who request hotel lodging support in their registration, we will cover the hotel lodging costs and your stay will be billed to Local Progress Impact Lab, minus incidentals.

For those who do not need support with the hotel costs, the negotiated room rate is \$269 per night plus tax. You will be billed individually upon checkout.

Travel

Local elected officials: Attending local elected officials traveling to Denver from out-of-state will receive an email invite to create an account in the Local Progress Impact Lab booking system, **TravelPerk**, where you will book your travel directly with it billed to Local Progress Impact Lab (instead of being reimbursed). Please book by COB Wednesday, March 31. Please note:

- Purchase Economy class tickets only; first class or business class tickets will not be covered
- Luggage fees and seat upgrades will not be covered.
- Attendees will need to arrange and pay for their own transportation to and from the airport and hotel. The Renaissance hotel is a short ride or 10 minute walk from Union Station, which is available on light rail from Denver International Airport.

- Local elected officials who are driving to the convening should contact Local Progress Impact Lab to discuss reimbursement of driving costs.

All other attendees: Attendees who are not local elected officials can request financial support for travel in the [registration form](#). Local Progress Impact Lab will, as much as possible, endeavor to support travel to this event for attendees in need of financial assistance.

COVID Protocols for this Event

- Indoor masking is optional.
- Testing is not required.
- If you become ill or begin exhibiting signs of COVID-19 onsite or just prior to your arrival, do not attend and contact aschwartz@localprogress.org for support.

Code of Conduct

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FOR LOCAL PROGRESS

Adopted January, 2020

The organizers of Local Progress are dedicated to providing a harassment-free experience for everyone, regardless of participants' different identities and characteristics including gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age or religion.

We do not tolerate harassment of participants in any form, including unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature; verbal, visual, or physical threats or the use of physical force; conduct which creates a disturbance that is dangerous to others; or verbal, visual, or physical conduct that constitutes racial, religious, ethnic, gender or other identity-based slurs or insults.

PROHIBITED CONDUCT: As a participant in this event, you agree that you will not engage in harassment, as described above, at any venues or activities (including informal or social or on social media) related to the event.

PROCESS FOR REPORTING HARASSMENT: If you experience harassment or witness harassment during this event, please report it to any member of the Safety Team. The Safety Team will be made up of staff and members of the Local Progress Organizing Committee, reflecting the diversity of our network. The Safety Team member will take details of the harassment and work with you to respond to the issue in a way that assists you in feeling safe, maintains the safety of the wider environment, and complies with our anti-harassment policy. We cannot promise confidentiality, but we can promise to take your interests into account as we determine next steps.

CONSEQUENCES OF HARASSMENT: After receiving a report of harassment, the Safety Team, along with support from Local Progress staff, will conduct a quick assessment and develop next steps in response to any reports of harassment. The nature of large scale events is that it is not

usually feasible to conduct a full investigation. Consequences of identifying that a participant in the event harassed another may include:

- Warning the participant who violated the policy
- Restricting further participation of the person who is identified as having violated the policy in the event or in future events
- Asking for the person who violated the policy to participate in a community accountability or restorative justice process after the event.

If you have questions about this policy, please contact Ari Schwartz at aschwartz@localprogress.org.

Photography and Media Recording

Event organizers have retained a photographer for 1-5p on Tuesday, April 29 to document the event and to take a group photo. Given the sensitive nature of this convening, we will not be publicizing these photos during the event; they may be used in Local Progress Impact Lab communications after the event. By participating, you consent to be photographed. If you have any questions or would like to opt-out of photography consent, or require accommodations, please contact Rebecca Poutasse (rpoutasse@localprogress.org).

Accessibility and Accommodations

Childcare and Translation Services

Please note that Local Progress will not offer childcare or translation services during this event.

Accessibility of Locations

Renaissance Denver Downtown City Center Hotel

The hotel specifies that the main entrance, meeting spaces, restaurants, rooms, business center, and fitness center are all accessible. It also specifies the accessibility of guest rooms. For more information about the physical features of our accessible rooms, common areas or special services relating to a specific disability please call +1 303-867-8100. [See here.](#)

Guard and Grace reception location

Guests will enter through the Guard and Grace entrance and the host team will show guests to the event through revolving doors. ADA guests can enter through separate doors if need be through the 1801 building.

If you need additional accommodations please reach out to Ari Schwartz at aschwartz@localprogress.org.

During this event Local Progress Impact Lab will provide food and beverages to members. Additionally, in order to facilitate members' participation in organizational events like this convening, we offer financial aid to offset travel and hotel costs for members. Members should ensure that their attendance at the

conference and receipt of financial aid is permissible under local regulations pertaining to ethics and gifts in their legislative bodies. If you have any questions or concerns, please contact the ethics official for your jurisdiction.