

# ANSWERING YOUR CONVENTION QUESTIONS

Will this be your first time attending a SUMA convention? Do you need a refresher on the ins and outs of attending? Read on, as we answer your questions about Convention 2018.

## What does my registration fee include?

Your convention registration fee includes:

- admission to all of the education and breakout sessions (your choice of sessions);
- a seat at the keynote speaker presentation;
- tradeshow viewing times Monday and Tuesday;
- shuttle service to and from designated hotels;
- light continental breakfast and lunch on Monday and Tuesday;
- refreshment breaks (Monday morning and afternoon, and Tuesday morning in the tradeshow area; Tuesday afternoon and Wednesday morning in the Queensbury Lobby);
- a chance to mingle with fellow delegates during Monday's Hospitality Night (cash bar);
- the chance to dialogue with provincial cabinet ministers; and
- the opportunity to network with other municipal leaders.

The Welcome Reception (Sunday night) and the President's Banquet and Awards Ceremony (Tuesday night) require separate tickets with their own fees.

## How do I use the shuttle service to the Queensbury Convention Centre?

The short answer: Check the hotel lobby for approximate departure times and bus stop locations.

The long answer: The City of Regina is providing shuttle service to and from select hotels. For Sunday's education sessions, there will be a continuous shuttle circuit beginning at noon. Service will also be available that evening for the Welcome Reception.

Monday through Wednesday, shuttles will run to the Queensbury Convention Centre in the morning, and return to hotels in the afternoon. There will also be bussing for the President's Banquet and Awards Ceremony on Tuesday evening.

Please note that the shuttle will not run for the Hospitality Night on Monday evening, and service on Monday, Tuesday and Wednesday during the day is not continuous shuttle service.

## Where do I register at the Queensbury Convention Centre?

When you get to the Queensbury Convention Centre, come up the stairs/escalator and the registration desk will be set up in the foyer outside of the Grand Ballroom. The Registration Desk is where you get your convention envelope (including your nametag, agenda card, voting information, and pre-purchased event tickets).

Your nametag is your admission ticket to the sessions and luncheons, so it is a must-wear item during convention. At the end of convention, we will collect these holders to reuse and your nametag will enter you into a draw for a prize.

Each registered delegate will also receive a bag with the convention handbook. This handbook is an invaluable resource for every delegate, with transportation information, facility floor plans, session details, resolutions, and day-by-day agendas.

The registration desk will be open all four days:

Sunday, February 4: 11:00 a.m.–4:30 p.m.

Monday, February 5: 7:45 a.m.–4:45 p.m.

Tuesday, February 6: 7:30 a.m.–4:45 p.m.

Wednesday, February 7: 8:30 a.m.–12:30 p.m.

## Is there a mobile app available to download?

Yes! We are once again using a free mobile app that contains everything you need to know about Convention 2018. The Eventbase app is available in the app store for iOS, Blackberry OS, and Android users. Once you've downloaded the app, search for SUMA, and you'll have Convention 2018 at your fingertips. If you can't get the app for your phone, visit [www.tinyurl.com/SUMAconventionapp](http://www.tinyurl.com/SUMAconventionapp) to use the mobile web version.

## What should I wear?

*For daytime activities:* We recommend casual business attire.

*For the Welcome Reception:* Wear your green and white to show your rider pride, and feel free to wear more casual attire.

*For the President's Banquet and Award Ceremony:* Break out your business formal.

Please remember that you are representing your community, so put your best foot forward while at convention. You will be networking with urban governments from across the province, and will be in the presence of many provincial and national dignitaries. Avoid ball caps, sweatpants, ripped jeans, and other unprofessional attire.

Remember that it's winter in Saskatchewan so bring suitable outerwear for the trek to and from the hotel! A coat check will be available.

## Tell me about the meals!

Breakfast and lunch will be served in the foyer outside of the Grand Ballroom on Monday and Tuesday. The continental breakfast will include muffins, fruit, and a yogurt parfait; lunch will be served as a buffet.



Refreshments are available in the tradeshow area Monday and Tuesday morning, and in the foyer outside of the Grand Ballroom on Tuesday afternoon and Wednesday morning.

Appetizers and a cash bar will be provided at the Welcome Reception on Sunday night, and a buffet dinner will be served at the President's Banquet on Tuesday night. Tickets must be purchased in advance for these two events.

## How can I get the most out of my experience as a delegate?

Join us for the Introduction to Convention session on Sunday, February 4 at 4:20 p.m. You'll get an overview of how convention works from experienced SUMA Board members and staff. We'll talk about the agenda and what you can do to make the most of your Convention 2018 experience.

## What are sector meetings?

Sector Meetings give delegates a chance to meet with colleagues from other municipalities in the same sector. This is the perfect chance to discuss current issues that are affecting your sector. The Sector Meetings are on Monday, February 5 at 1:20 p.m. They are split into three groups:

- Cities
- Towns
- Villages, Resort Villages, and the North

## What are breakout sessions?

Breakout sessions are focused on a topic of particular interest to the following groups:

- Cities
- Towns and Villages (choice of two sessions)
- The North

Breakout sessions are on Tuesday, February 6 at 1:45 p.m.

## How do resolutions work?

The resolutions session is on Tuesday, February 6 at 3:15 p.m. Resolutions and the voting process will be summarized in your convention handbook (provided onsite when you register at the Queensbury Convention Centre).

Only those delegates with *blue* name badges (voting delegates) are able to vote on resolutions. As per SUMA bylaws, the number of voting delegates a municipality has been assigned is based on population.

Each resolution will be moved by the chair, and a member of the sponsoring council must second it (or it will fail). The seconder will be given three minutes to speak to the resolution. The chair will then ask for anyone who wishes to speak against the resolution. If there is no

opposing view, then the question will be called. If someone wishes to speak against the resolution then normal debate occurs. Speakers are given two minutes. The seconder will then be allowed one minute to close debate.

Voting will be by a show of blue voting cards, unless 25 voting delegates request a vote by ballot. Any call for a ballot vote must come prior to the call for votes in favour. In the case of a ballot vote, the ballots from delegates from the cities of Regina and Saskatoon will be counted as seven votes. Procedural challenges will be resolved through consultation with our parliamentary advisor(s).

## What about the AGM?

The Annual General Meeting is Tuesday, February 6 at 10:30 a.m. Any elected official from a SUMA member municipality can vote during the AGM.

## What happens at the Dialogue with Ministers and the Bear Pit?

Only delegates who have *blue* (voting delegate), *yellow* (delegate) or *orange* (municipal employee) badges are able to ask the ministers questions. You may ask only one question, and statements are prohibited. To allow as many questions as possible, you will be given 60 seconds to ask your question and you will be timed.

## What is the Municipal Marketplace Tradeshow?

The Municipal Marketplace Tradeshow is held in conjunction with the annual convention and is open only to convention delegates and municipal employees. There will be more than 200 exhibitors offering products and services that are relevant to municipal needs. Time is set aside for you to visit the exhibitors.

Please be respectful of the items that are given away at these booths. Only take your share, as the exhibitors only bring enough items for everyone that attends.

Remember to enter your name into the prize draws; SUMA delegates are lucky people, and you don't know what prizes you could take home! The ballot entry forms are contained within the handbook.

## Why are there security guards onsite?

Security at Convention is for your peace of mind, and to ensure that only registered delegates have access. Please be sure to wear your nametag all day long and bring your tickets to the evening events.

## What if I have more questions?

All SUMA staff members can be identified by the *red* name tags we'll be wearing. Please don't hesitate to come over to say hello, or let us know how we can help you. We love to hear from our members!

