

BEFORE YOU BEGIN

You'll need to gather the details for all attendees from your municipality before you begin the registration process. As soon as you enter a delegate in the registration system they are considered registered — even if you don't complete their registration. **Only enter delegates that have confirmed their attendance.**

Here is a list of details you'll need to gather and confirm before you start:

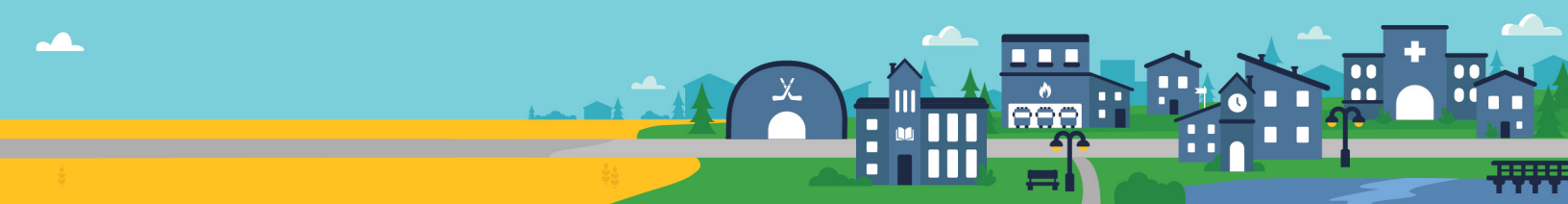
The Basics

- ❑ Who is in charge of registration? Your municipality will be registered as a group and not as individuals, so it is important to assign one person (such as a CAO, administrator, or clerk) to handle the registration process.
- ❑ Who is attending from your municipality? Make sure you have the correct spelling of their names and email addresses.
- ❑ What category will each attendee fall under?
 - Voting delegates
 - Non-voting delegates
 - Municipal employees
 - Tradeshow observers - municipal employees wishing to attend the tradeshow only. *[Municipal employees are able to attend the tradeshow for free but must be registered as a tradeshow observer in the convention registration system.]*
- ❑ How many voting delegates are allotted to your municipality and which council members will be assigned voting privileges?
- ❑ Will your council members be attending in-person or participating online? Make sure you know the preference of each council member you are registering.
- ❑ **NEW!** As a part of our We are Urban. campaign, SUMA will be gifting a t-shirt to each in-person delegate to celebrate the strength of our communities and our unity as part of the urban family. Please check with your delegates and let us know their preferred t-shirt sizes.
- ❑ What education, breakout, and dialogue sessions will each of your delegates attend? See the promotional brochure for more details.
- ❑ Are your in-person delegates interested in participating in one of the three optional excursions? See the promotional brochure for details on the excursions.
- ❑ Will you need additional event tickets? One ticket to the Welcome Reception and President's Gala is included in each delegate registration. Additional tickets for the Welcome Reception can be purchased for \$75. President's Gala tickets can be purchased for \$100 per ticket.

Special Circumstances

Does your municipality have to register a SUMA Board member? If yes, you should have received a promotional code. If not, please contact Heather Vanderaa at 306-525-4391 or execassistant@suma.org.

Are any of your attendees receiving a service award? (This would include Honorary Service, Meritorious Service, Scoop Lewry, and Life Membership awards.) If you have award recipients, you should have received a promotional code. If not, please contact Chyenney Geysen at 306-525-4320 or communications2@suma.org.



I WAS WONDERING...

You probably have questions, so we did our best to guess what they would be, and answer them here.

When is the deadline for registration?

Register to attend Convention on or before March 12, 2025, to receive the early-bird rate and be entered into a draw for a complimentary registration. **NEW!** The registration system will close on April 3 at 4:00 p.m., and no late registrations will be accepted.

What are the registration fees?

	On or before March 12	After March 12
In-person Attendee	\$550	\$650
Online Participant	\$75	\$75

*Online participation is only available for elected officials.

What is included in the in-person registration for the 2025 SUMA Convention and Tradeshow?

Each in-person Convention registration includes:

- admission to all dialogue, and education sessions;
- one ticket to the Welcome Reception;
- one ticket to the President's Gala;
- a seat at two keynote speaker presentations;
- admission to the Early Access Reception for the SUMA tradeshow;
- tradeshow viewing on Monday and Tuesday;
- shuttle service to and from designated hotels;
- breakfast and lunch on Monday and Tuesday;
- refreshments at breaks;
- the chance to dialogue with provincial cabinet ministers;
- the chance to network with municipal leaders from across the province; and
- **NEW!** A We are Urban. t-shirt.

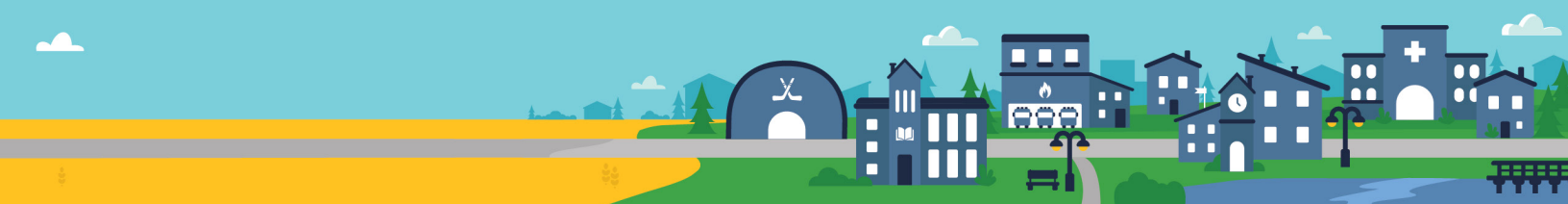
Are excursions an additional cost?

Yes, the cost to participate in one of the three optional excursions is \$50 per person. The cost includes transportation to and from the TCU Place. Space to participate in the excursions is limited, so be sure to register early.

What is included in the online registration for elected officials?

Each online registration includes:

- online Zoom access to Resolutions, the Presidential Election, and the SUMA AGM;
- the opportunity to participate in debate during Resolutions and speak during the AGM; and
- if you're a voting delegate, the opportunity to vote during the AGM and Resolutions.
- the opportunity to vote during the Presidential Election.



I WAS WONDERING... (CONTINUED)

How and where do I pay?

Registrations are payable to SUMA by cheque or through online banking. Cheques can be mailed to:

SUMA
Unit 305 - 4741 Parliament Avenue
Regina, SK S4W 0T9

Making a payment through your financial institution? Please email the details to accounting@suma.org.

Where do I register?

SUMA emailed an invitation to register to your municipality's main contact email address. From there, click on the link in the invitation and it will take you to the site to register.

How do I log in?

NEW! Your registration email will now contain a magic link that will take you straight to your account. You will no longer require a password to log in.

Can I go back in to make changes after I submit my registration?

You can go back in to make these changes:

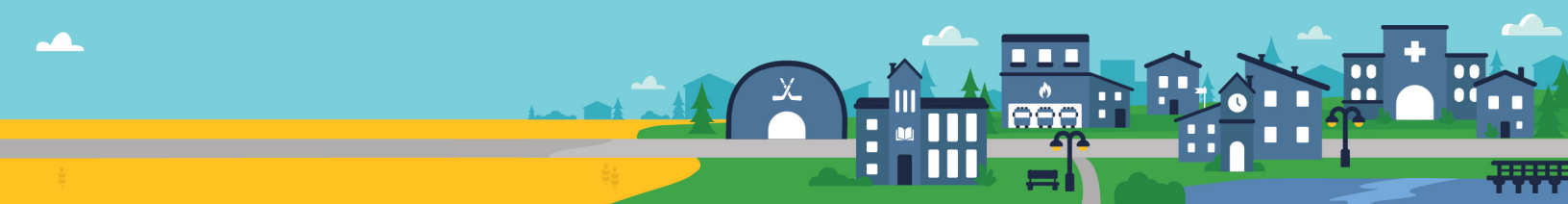
- Edit delegate names.
- Add delegates.
- Change if delegates will or will not be attending the Welcome Reception and President's Gala with the tickets included in their registration.

You cannot make these changes:

- Cancel or delete delegates. Please contact the SUMA office for cancellations.
- Add a promotional code to a delegate that has already been registered. Please contact the SUMA office if you need to add a promotional code to an existing registration.
- Cancel excursion or additional event tickets. Once tickets have been selected, the municipality is responsible for them; there are no refunds. See cancellation policy for more information.
- Switch a voting or non-voting delegate from in-person attendance to online participant. Please contact the SUMA office for assistance.

What is the cancellation policy?

- Cancellations made by April 3 at 4:00 p.m. will incur a \$100 fee per registrant.
- No refunds will be issued for cancellations made after April 3, 2025, regardless of the reason.
- No refunds for Excursions or additional Welcome Reception and President's Gala tickets.
- Substitutions are permitted without any additional charges.
- **NEW!** The registration system will close on April 3 at 4:00 p.m., and no late registrations will be accepted.
- If you need to cancel a registration before April 3, 2025, please contact the SUMA office at 306-525-4469 or email registration@suma.org.



I WAS WONDERING... (CONTINUED)

What is the difference between a voting delegate and non-voting delegate? How do I know how many voting delegates our municipality is allowed?

A voting delegate can vote on resolutions and during the AGM; a non-voting delegate cannot. Each municipality is designated an allotted number of voting delegates based on the 2021 Census.

Municipal Population	Maximum Number of Voting Delegates
1-500	1
501-2000	2
2,001-5,000	4
5,001-10,000	6
10,001-50,000	7
50,001-100,000	10
Greater than 100,000	11

Can municipal staff attend just the tradeshow?

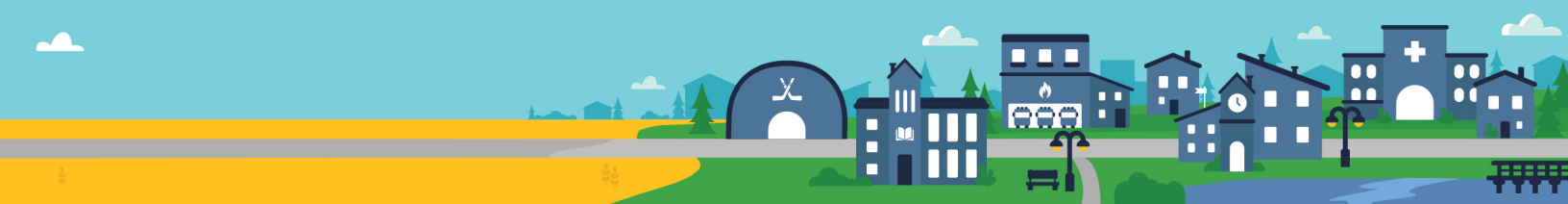
Yes. All municipal staff and council members are able to access the tradeshow at no cost. However, they must be registered in the Convention registration system. Register anyone from your municipality that only needs access to the tradeshow as a Tradeshow Observer.

What is a promotional code?

Some attendees — such as Board members — have custom registration needs. SUMA staff will send out promotional codes to municipalities that need them so their delegates can be registered correctly.

How do I register a Meritorious and/or Honorary Service award winner who is attending Convention as a delegate?

For award winners attending Convention as a delegate, determine if they are a voting delegate, non-voting delegate, or municipal employee. Add them in their appropriate category, and enter the promotional code that SUMA emailed to you. The registration system will recognize them as an award winner, and if they are an Honorary Service recipient, it will allot them two complimentary tickets to the gala.





SUMA | 2025 SUMA Convention and Tradeshow | April 13-16 Saskatoon, SK

REGISTRATION FAQs FOR MEMBERS

I WAS WONDERING... (CONTINUED)

What about Meritorious and/or Honorary Service award winners who are not attending Convention but want to attend the President's Gala?

Add them under the award recipient category. You will then select whether they are a Meritorious or Honorary Service award winner. Honorary Service recipients receive two complimentary tickets to the gala.

My municipality has a SUMA Board Member. How do I register them?

If you are registering a SUMA Board Member, please contact Heather Vanderaa at 306-525-4391 or execassistant@suma.org to discuss the registration process.

Have questions or having trouble registering?

Contact the SUMA office at 306-525-4469 or email registration@suma.org.

