

BEFORE YOU BEGIN

You'll need to gather the details for all attendees from your organization 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 attending from your organization? Make sure you have the correct spelling of their names and email addresses
- 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 delegates interested in participating in one of the three optional excursions? See the promotional brochure for more details.
- Will you need additional event tickets? One ticket to the Welcome Reception and one ticket to the 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.

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?

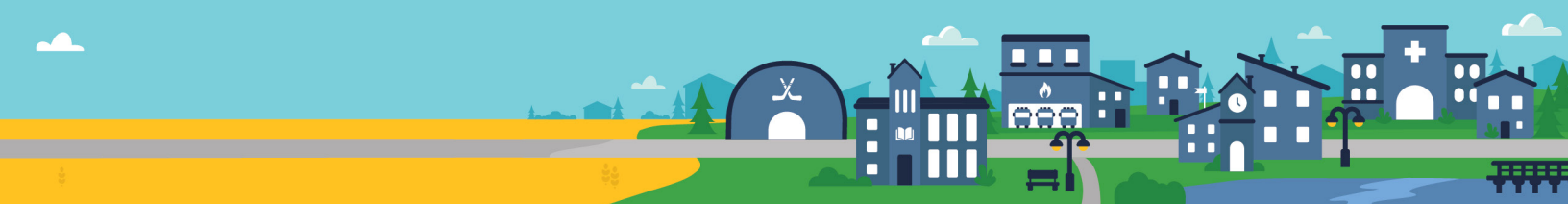
Register to attend Convention on or before March 12, 2025, to receive the early-bird rate. **NEW!** The registration system will close on April 3 at 4:00 p.m., and no late registrations will be accepted.

What are the registration fees?

	On or before March 12	After March 12
Associate Member	\$550	\$650
New North Member	\$550	\$650
Non-Member*	\$750	\$850
Government	\$600	\$700
Corporate**	Not Available	\$1,825

*For municipal non-members and approved not-for-profit organizations

**For other not-for-profit organizations and businesses



I WAS WONDERING... (CONTINUED)

What is included in the 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.

How and where do I pay?

Associate member 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

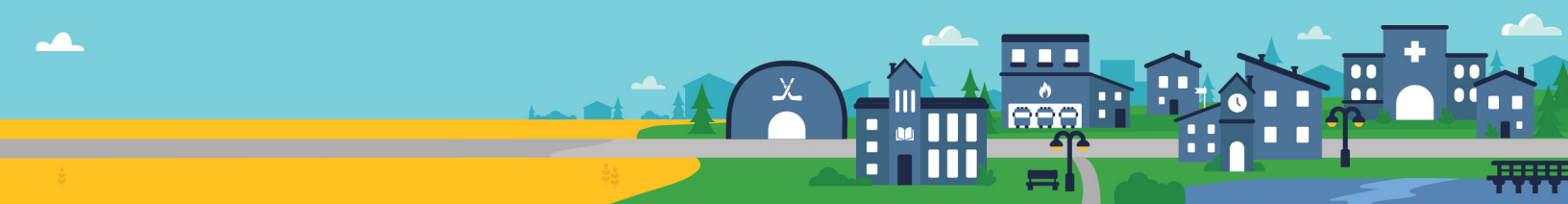
Making a payment through your financial institution? Please email the details to accounting@suma.org.

Corporate and non-member registrations are payable by credit card. Our convention registration system will request payment when completing the registration process.

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.





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

REGISTRATION FAQs FOR NON-MEMBERS

I WAS WONDERING... (CONTINUED)

How do I register?

If you are a municipal non-member, please contact Jean-Marc Nadeau at 306-525-3727 or ceo@suma.org. For all other non-member and corporate inquiries, please contact Catherine Holland at 306-525-4466 or marketing@suma.org. SUMA will provide a registration link to eligible non-member and corporate registrants.

If you are an associate member, or New North member, the link to register will be sent to the main contact's email address for your organization. **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.

What is a promotional code?

Some attendees have custom registration needs. SUMA staff will send out promotional codes to municipalities and organizations that need them so their delegates can be registered correctly.

Have questions or having trouble registering?

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

