



TUNE IN

2023 SUMA Convention and Tradeshow



REGISTRATION FAQS: MEMBER MUNICIPALITIES

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.

Use this checklist to be sure you've gathered and confirmed everything 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.
- 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.
- Are your in-person delegates interested in participating in one of the two optional excursions? See the [promotional brochure](#) for details on the excursions.
- 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.

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 Cheyenne 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 answered them here.

When is the deadline for registration?

Register to attend Convention on or before March 2, 2023 to receive the early-bird rate and be entered into a draw for a complimentary registration. All registrations received after April 11, 2023 will be subject to a \$50 administration fee. Elected officials can be registered as online participants for Resolutions and SUMA AGM at any time for the cost of \$50.

What are the registration fees?

| | <i>On or before</i> March 2, 2023 | <i>After</i> March 2, 2023 |
|--------------------|-----------------------------------|----------------------------|
| Member - In-person | \$500 | \$600 |
| Member - Online* | \$50 | \$50 |

* Online is only available to elected officials.

What is included in the in-person registration for the 2023 SUMA Convention and Tradeshow?

Each in-person Convention registration includes:


- admission to all dialogue, education, and breakout sessions;
- one ticket to the Welcome Reception;
- one ticket to the President's Banquet and Awards Ceremony;
- admission to the Early Access Reception for the SUMA tradeshow;
- tradeshow viewing on Monday and Tuesday;
- a seat at the keynote speaker presentation;
- shuttle service to and from designated hotels;
- continental breakfast and buffet lunch on Monday and Tuesday;
- refreshments at breaks;
- the chance to dialogue with provincial cabinet ministers; and
- the opportunity to network with other municipal leaders.

Are excursions an additional cost?

Yes, the cost to participate in one of the two optional excursions is \$50 per person. The cost includes transportation to and from TCU Place and light appetizers and refreshments. 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 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.
- 



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

If 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?

To ensure your security we have protected your account with a password. On the landing page, choose your municipality from the drop down list and enter the password provided in the email to proceed with registration.

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

You can log 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 Banquet and Awards Ceremony 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.
- Return or cancel additional event tickets. Once additional event tickets have been selected, the organization is responsible for them; there are no refunds.
- Cancel participation in an excursion. Please contact the SUMA office for cancellations. See the cancellation policy for more information.
- Switch a voting or non-voting delegate from in-person attendance to online participant.


What is the cancellation policy?

Delegate registration cancellations received on or before March 23, 2023 are subject to a \$50 cancellation fee per registrant. There are no refunds for cancellations received after March 23, 2023 for any reason. Substitutions are allowed without penalty.

Refunds are not issued for additional Welcome Reception or President's Banquet and Awards Ceremony tickets.

To ensure maximum participation, cancellations will be accepted for excursions. A \$10 fee will be applied to excursion cancellations that are not in conjunction with a delegate registration cancellation. Substitutions are allowed without penalty.

If you need to cancel a registration before March 23, 2023 please contact the SUMA office at 306-525-3727 or email registration@suma.org.





**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 # of Voting Delegates |
|----------------------|-------------------------------|
| 1-500 | 1 |
| 501-2,000 | 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 banquet.

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

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 banquet.

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.

