

## 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. To learn more about what's happening at the 2022 SUMA Convention and Tradeshow, see the [Convention brochure](#).

#### 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.
- What category will each attendee fall under?
  - Voting delegates
  - Non-voting delegates
  - Municipal employees
  - Tradeshow observers - municipal employees wishing to attend the Municipal Marketplace 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, please contact Heather Vanderaa at 306-525-4391 or [execassistant@suma.org](mailto:execassistant@suma.org) to discuss the registration process for Board members.
- 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](mailto:communications2@suma.org).

#### Convention and COVID-19

As Saskatchewan continues to navigate the COVID-19 pandemic, you might be wondering what Convention will look like and what precautions SUMA is taking. Read the [COVID-19 and Convention FAQ](#) to find information on what to expect at the 2022 SUMA Convention and Tradeshow. As provincial regulations change, so does the FAQ, so be sure to check back often as the document is updated regularly.

# 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 in-person on or before February 28, 2022 to receive the early-bird rate and be entered into a draw for a complimentary registration. All registrations made after March 21, 2022 will be subject to a \$50 administration fee. Elected officials can be registered as online participants for Resolutions, the Election of SUMA President, and SUMA AGM at any time for the cost of \$50.

## What are the registration fees?

	<b>On or before</b> February 28, 2022	<b>After</b> February 28, 2022
Member - In-person	\$410	\$510
Member- Online*	\$50	\$50

\* Online is only available to elected officials.

## What is included in the in-person registration for the 2022 SUMA Convention and Tradeshow?

Each in-person Convention registration includes:

- admission to all dialogue, education, and breakout sessions, including the new Dialogue with SUMA sessions;
- one ticket to the President's Banquet and Awards Ceremony;
- a seat at the keynote speaker presentation;
- tradeshow viewing on Monday and Tuesday;
- shuttle service to and from designated hotels;
- light continental breakfast and buffet lunch on Monday and Tuesday;
- refreshments at breaks;
- the chance to dialogue with provincial cabinet ministers;
- the opportunity to network with other municipal leaders; and
- if you're an elected official, the opportunity to vote in the SUMA presidential election.

Registration for the 2022 SUMA Convention and Tradeshow does not include a ticket to the Welcome Reception as SUMA has cancelled the event for the 2022 year. The cost of registration has been reduced by \$40 to account for this cancellation.

## What is included in the online registration for elected officials?

Each online registration includes:

- online Zoom access to Resolutions, the Election of SUMA President, and SUMA AGM;
- the opportunity to participate in debate during Resolutions and speak during the AGM;
- the chance to vote in the SUMA presidential election; 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](mailto: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.

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 register a SUMA Board member.
- Return or cancel additional event tickets. Once additional event tickets have been selected, the organization is responsible for them; there are no refunds.
- Switch a voting or non-voting delegate from in-person attendance to online participation.

## [What if an elected official wants to switch from in-person to online?](#)

Elected officials already registered for Convention can switch from in-person to online for the cost of \$50. If payment for in-person registration has been made, a refund, minus the cost of online participation, will be issued. To switch a registration from in-person to online, contact the SUMA office by phone at 306-525-3727 or email [registration@suma.org](mailto:registration@suma.org).

## [What is the cancellation policy?](#)

Registrant cancellations for the 2022 SUMA Convention and Tradeshow can be made at any time. A \$50 cancellation fee will be charged per cancelled registrant to cover a small portion of costs incurred. However, substitutions of delegates can be made at any time without cost.

## [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 2016 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

\* All elected officials representing a SUMA member municipality and registered for Convention are eligible to vote in the SUMA presidential election happening at Convention 2022.

## [Can municipal staff attend just the tradeshow?](#)

Yes. All municipal staff and council members are able to access the Municipal Marketplace 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](mailto:execassistant@suma.org) to discuss the registration process for Board members.

## **Have questions or having trouble registering?**

Contact the SUMA office at 306-525-3727 or email [registration@suma.org](mailto:registration@suma.org).

