

## Delegate Information

### REGISTRATION DESK

Located on the Assembly level just outside of Hall A, the Convention registration desk hours are:

Wednesday, November 17	8:00 a.m. – 5:30 p.m.
Thursday, November 18	7:30 a.m. – 4:30 p.m.
Friday, November 19	7:00 a.m. – 12:00 p.m.

### TRANSPORTATION/SHUTTLE SERVICE

A complimentary shuttle service will be offered during peak periods on Wednesday, Thursday and Friday between the Edmonton Convention Centre and the Sutton Place Hotel and the Chateau Lacombe Hotel.

Shuttle service from the listed hotels departs approximately every 15-20 minutes from the times listed below. Due to traffic and construction, times may vary.

#### WEDNESDAY, NOVEMBER 17

8:00 a.m. – 10:00 a.m. from listed hotels to the Edmonton Convention Centre	4:30 p.m. – 6:30 p.m. from the Edmonton Convention Centre to listed hotels
---	--

#### THURSDAY, NOVEMBER 18

7:00 a.m. – 9:00 a.m. from listed hotels to the Edmonton Convention Centre	4:30 p.m. – 6:00 p.m. from the Edmonton Convention Centre to listed hotels
--	--

#### FRIDAY, NOVEMBER 19

6:30 a.m. – 8:30 a.m. from listed hotels to the Edmonton Convention Centre	12:00 p.m. – 1:30 p.m. from the Edmonton Convention Centre to listed hotels
--	---

## Frequently Asked Questions

### **WHO ATTENDS CONVENTION?**

Convention attracts more than 1,100 municipal elected officials and administrators, as well as partners from the province, private sector and community organizations. In addition to registered delegates, the Trade Show features more than 100 booths.

### **AM I REQUIRED TO WEAR MY NAME TAG?**

Yes, your name tag gains you entrance into all Convention programs, including the Trade Show, so please wear it at all times. It also helps to remind you of the names of other members you haven't seen in a while.

### **AM I REQUIRED TO WEAR MY MASK?**

Due to the mask bylaws put in place by the Government of Alberta, individuals attending indoor events are required to wear a mask at all times, unless consuming food or beverage within a designated dining area.

### **WHAT DOES MY REGISTRATION GET ME?**

Your registration gets you access to all committee and board reports, Opening Ceremonies and Keynote address, dialogue sessions with provincial Ministers, education sessions, the AGM, and the Trade Show.

Your registration also includes full hot breakfast and lunch buffets from Wednesday to Friday, with a lunch-to-go on Friday, and coffee throughout Convention breaks.

We will also be recording the audio from the sessions, along with the slides, and posting those for attendees following the close of the event.

### **WHAT IS THE DRESS CODE?**

While there is no dress code for Convention, we recommend business casual attire.

## **WHO IS ELIGIBLE TO VOTE ON RESOLUTIONS?**

In order to be eligible to vote, you must be an elected official from a regular member of the association (city, town, village, summer village or specialized municipality), registered for Convention and be present during voting.

## **WHEN DO RESOLUTIONS TAKE PLACE?**

Resolutions takes place in Hall A on Thursday, November 18 starting at 2:00 p.m.

## **WHO IS ELIGIBLE TO VOTE DURING ELECTIONS?**

In order to be eligible to vote, you must be an elected official from a regular member of the association (elected officials only), registered for Convention and be present present during voting, either in-person or virtual.

All voting delegates are eligible to vote for the president position. For Director and Vice President positions, the persons eligible are voting delegates from the respective membership zone. For example, only delegates from the Villages East electoral zone are eligible to vote for the Director of Villages East position.

## **WHEN DO ELECTIONS TAKE PLACE?**

Board elections are taking place on Friday, November 19 during the AGM, starting at approximately 8:15 a.m.

## **HOW DO I VOTE?**

All elected officials from regular members of the association who register for convention will receive an email containing an online voting log in for Simply Voting. That Simply Voting log in will be used for both resolutions and elections.

## **WHAT ARE THE STICKERS IN MY KIT FOR?**

Delegates can use the stickers to indicate their level of comfort around other attendees. Simply pick the sticker that best represents you and put it on your name tag.

**RED** – Please greet me from a distance.

**YELLOW** – I'm comfortable with handshakes & high fives.

**GREEN** – All of the above, and open to hugs.

## Delegate Code of Conduct

We are committed to providing a welcoming, inclusive and harassment-free environment for all persons attending the Convention ("Convention Participants"), regardless of gender, race, sexual orientation, disability, physical appearance, ethnicity, age, religion or any other legally protected characteristic.

The following guidelines apply to all facets of the Convention including sponsor hosted events, workshops, plenaries, political meetings and social gatherings where Convention Participants are in attendance.

Behaviours that are not acceptable at the Convention include:

- a. Harassment or intimidation based on gender, race, sexual orientation, disability, physical appearance, ethnicity, age, religion or any other legally protected characteristic.
- b. Sexual harassment or intimidation, including unwelcome sexual attention, stalking (physical or virtual), or unsolicited physical contact.
- c. Shouting down or threatening Convention Participants.
- d. Refusing to comply with requirements for proof of vaccination or a negative Covid-19 test.
- e. Failing to comply with the mask mandate outlined in the public health order.

Any Convention Participant found violating these rules may have their registration revoked and be asked to leave the Convention, without a refund, at the discretion of the CEO or designate.

## WiFi Information

---

We are pleased to offer delegates complimentary WiFi during the 2021 Convention. Please use the credentials below to gain access.

**Network:** 2021

**Password:** Convention

## How to Vote at Convention

Prior to the start of Convention, all registered elected officials from regular member municipalities received voting credential from Simply Voting. These voting credentials are personalized to each elected official, except this year you will be using your own device.. Your personal credentials grant access to vote only on the items you are eligible for. For example, when you vote for a Board of Director position, you will only see the vote based on your electoral zone.

**The email you receive from Simply Voting will look something like this:**

You are registered to vote during the 2021 Convention taking place November 17 - 19. Below, you will find your login credentials for the vote.

There is a test vote that is open now. Please check your credentials and cast a vote in the test question as soon as possible so that we can be sure you received your credentials.

If you need any assistance, please contact:  
**Brandon - [credentials@dataonthespot.com](mailto:credentials@dataonthespot.com)**

To vote, please visit: <https://auma.simplyvoting.com/>

Then enter:

Elector ID - \*\*\*\*\*  
Password - \*\*\*\*\*

Or follow this link to access the ballot directly:  
<https://auma.simplyvoting.com/auth.php?e=AUMA032&mac=a788d661fb4c1d81eb85>

***If you haven't completed the test vote, please do so as soon as possible to ensure that your credentials are activated.***

*Once Convention commences and we get to the resolutions and elections portion of our event, you will be asked to login to the Simply Voting website. Once the voting has started, you will hit the home button and see the next item that will be available to vote on. After you have cast your vote, you will receive confirmation that your vote has been counted.*