



The Queen Elizabeth II Platinum Jubilee Medal awards ceremony information

1. ABOUT THE AWARD

At the invitation of the Government of Alberta, Alberta Municipalities has agreed to manage nominations and host the Queen Elizabeth II Platinum Jubilee Medal awards ceremony for outstanding community leaders.

The Queen Elizabeth II's Platinum Jubilee Medal (Alberta) has been created to mark the 70th anniversary of Her Majesty's accession to the throne as Queen of Canada. To celebrate this historic event, the Medal recognizes outstanding service from Albertans who have dedicated themselves to family, community, and country.

2. PUBLICATION OF AWARD WINNERS

The Government of Alberta has encouraged us to publish the winners of this prestigious award. Your name will be included with your fellow medal winners on a list to be published on the [Alberta Municipalities website](#). Furthermore, **please expect news media at each award ceremony**.

3. CORRECT SPELLING OF YOUR NAME

Please check the spelling of your name on the [published list](#). This is how your name will appear on your award certificate. If you wish to request a correction to the spelling of your name, please email nominations@abmunis.ca

4. AWARD CEREMONIES

Alberta Municipalities has made every effort to make the award ceremony as comfortable as possible for all involved. This has meant hosting three ceremonies to accommodate medal recipients from across the province.

Two ceremonies were hosted in Edmonton on Sunday, November 27. There will be one ceremony in Calgary on Sunday, December 4. We expect the Calgary ceremony to take about one-and-a-half hours, but it may go a little longer.

Please verify the check-in time for the ceremony you have been invited to.

5. DRESS STANDARD

Dress standard is business formal to reflect the prestige and honour of the award.

6. ILLNESS

Many of our medal recipients are elderly and are at higher risk of infection. If you are feeling unwell or test positive for COVID, please stay home and get well. We understand if you are unable to advise us in advance that you will not be coming.



7. HOTEL ROOM RATES

There are many hotel options in each city should you intend to stay overnight. There are no room blocks set aside for these events, so you are free to choose your preferred hotel.

If you want to look into accommodation options for Calgary, we suggest you use Tourism Calgary's accommodation search function on its [website](#).

8. PARKING

The venue has limited valet parking. The least expensive options are the public parking lots located nearby.

- For **Calgary**, we encourage you to use the [Calgary Telus Convention Centre parking](#) which has ample capacity and also offers easy access to the venue.

9. CHECKING-IN AT THE EVENT

Please arrive in plenty of time to check-in, receive instructions, and find your assigned seat. The events will start promptly at the scheduled time and late arrivals will be difficult to accommodate.

Award recipients are asked to check-in at the registration table upon arrival. Printed copies of your registration confirmation are not required and tickets will not be issued. We just need your name and a big smile!

At check-in, you will be given a card with your name and citation printed on it. You will need to hand this card to the usher as you mount the stage to receive your medal in much the same way you would at a graduation ceremony.

We want to make sure that all guests are seated comfortably, so you will be asked at check-in to confirm the number of guests accompanying you. We do not require your guests' names.

10. GUESTS

To facilitate a smooth presentation ceremony, we ask that guests sit in the audience seating section. Award recipients will have individually assigned seats set aside in a different section.

We have created a waitlist for medal recipients wishing to register more than two guests. **We will notify you via email about availability to accommodate your additional guests in the week prior to the event.**



11. PHOTOS

We will have an official photographer stationed at the front of the stage to capture the presentation. Each medal recipient will be emailed a link to a website portal following the ceremony. You will be able to find & download your individual photos from the website in the week after the ceremony.

Your guests are welcome to take photos. We ask that they respect the sightlines of our official photographer and other guests, and that they quickly return to their seats.

We will also have several photo stations set up in the foyer for you to take photos with your medal after the ceremony.

12. RECEIVING THE MEDAL

Medal recipients will be seated in individually assigned seats in a special section. During the presentation ceremony, recipients will be brought to the side of the stage one row at a time.

You will hand the cue card you given at check-in to the usher as you mount the stage. One by one, recipients will be introduced and have their citation read from the card. Upon announcement of your name, you will move to the middle of the stage, stand on the marked spot beside the presiding officiant and receive your medal. The medal will be handed to you in its presentation box. **Medals will not be pinned on award recipients, but you are welcome to wear the medal after you receive it.**

With the medal in your hand, you will turn to pose for our official photographer to record the occasion. As you exit the stage, you will be handed a package containing your award certificate. You will then return to your assigned seat until the completion of the ceremony.

13. SOCIAL MEDIA

You and your guests are encouraged to post photos to your favourite social network. We ask that you tag your posts using the official hashtags **#ABmunis** and **#JubileeMedalAB**.

14. SUPPORT ANIMALS

Registered support animals are welcome. Please notify us by emailing nominations@abmunis.ca should you be bringing your registered support animal.

15. ACCESS & DISABILITIES

The venue has elevators and / or escalators to access the ballroom.

Award recipients will be receiving their medal on a stage. The stage will be accessed via three or four steps. **Please remind us during check-in if you will need assistance with ascending or descending the stage.**

16. LIGHT REFRESHMENTS

Receptions will be hosted at each event. Light finger foods will be served and cash bars will be available at which you will be able to purchase beverages.