



February 7-10, 2021

STRONGER Together



REGISTRATION FAQs: ASSOCIATE MEMBERS, NON-MEMBERS, AND CORPORATE

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 checklist to be sure you've gathered and confirmed everything before you start.

The Basics

- Who is attending from your organization?
- Do you have the correct spelling of their names?
- Do you have correct email addresses for all registrants? The link to access the virtual event will be emailed directly to registrants in February.

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 on or before December 22, 2020 to receive the early-bird rate.

What are the registration and ticket fees?

	<i>On or before</i> December 22, 2020	<i>After</i> December 22, 2020
Associate Member	\$185	\$285
Non-Member*	\$400	\$500
Government	\$250	\$350
Corporate**	Not available	\$1,475

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

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

What about event tickets?

There are no event tickets required to attend Municipalities of Saskatchewan's virtual social event on Sunday, February 7.



How and where do I pay?

Associate member registrations are payable to SUMA by cheque. (We are still in the process of formally rebranding to Municipalities of Saskatchewan and are conducting all financial business under SUMA.) The final step of the registration process also includes a payment page where you can find all the information regarding payments. Mail your cheque to:

**Municipalities of Saskatchewan
Unit 305 - 4741 Parliament Avenue
Regina, SK S4W 0T9**

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

How do I register?

If you are a municipal non-member, please contact Sean McKenzie at 306-525-4388 or advocacydir@munisask.ca. For all other non-member and corporate inquiries, please contact Lisa Rawlings at 306-525-4383 or marketing@munisask.ca. Municipalities of Saskatchewan will provide a registration link and log in information to eligible non-member and corporate registrants.

If you are an associate member, the link to register will be sent to your main contact's email address for your organization. To ensure your security, we have protected your account with a password. On the landing page, select your organization's name 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 Municipalities of Saskatchewan office for cancellations.
- Add a promotional code to a delegate that has already been registered. Please contact the Municipalities of Saskatchewan office if you need to add a promotional code.

What is the cancellation policy?

Cancellations received on or before February 1, 2020 are subject to a \$20 cancellation fee per registrant. After February 1, 2020 cancellations will not be permitted but substitutions are allowed at any time without penalty. The registration system closes February 1, 2020. Registrations received after this date are subject to a \$20 administration fee per registrant.

If you need to cancel a registration before February 1, 2020 please contact the Municipalities of Saskatchewan office at 306-525-3727 or email accounting@munisask.ca.

What is a promotional code?

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

Have questions or having trouble registering?

Contact the Municipalities of Saskatchewan office at 306-525-3727 or email accounting@munisask.ca.