

## **APPENDIX A - HOST RESPONSIBILITIES UBCM ANNUAL CONVENTION REVISED NOVEMBER 22,2022**

UBCM is responsible for all elements of the annual Convention Program. The Convention is held every second year in Vancouver and in years when the Convention is not in Vancouver, a host community will have bid and been awarded the Convention for a specific alternating year. **UBCM requires a council resolution accepting the Convention and host responsibilities.** This resolution must be reaffirmed three years prior to the Convention.

The host community shall be responsible for facilities to house the Convention business sessions; organizing the welcome reception; facilities available to accommodate all social events including the annual banquet; organizing a partners program (if requested) and other administrative assistance as agreed upon. UBCM will provide the host community with detailed planning figures and other such information as is available and requested.

UBCM requests a single “liaison” be designated from the host community to be the central contact and source for communication regarding this event.

The Host community shall be responsible for the following:

- 1. Meeting Facilities - contracting/financing**
- 2. Delegates Welcome Reception - organizing/financing**
- 3. Delegate Partners’ Program & On-site Registration Desk - organizing/staffing (if required)**
- 4. Hotel Availability – must meet UBCM minimum requirements (and provide an initial introduction if requested)**
- 5. Additional Considerations**

UBCM and the host community will agree in advance if any additional responsibilities and/or costs are to be assumed by the host (e.g. assisting with study tours, additional social events, etc).

## 1. Meeting Facilities

The Host must provide, without charge to UBCM, wheelchair accessible facilities, staging, chairs and other setup details for the Convention business, meetings with Provincial officials, designated meals and networking events.

### 1.1 General Meeting Facilities

#### Convention Plenary Session Room

- *Monday - Friday plus Saturday and Sunday prior to convention for technical setup*

#### Minimum requirements

- Capacity for 1200 delegates in theatre-style set-up with 2 aisles (minimum 8' wide) and central access row (approximately 14,000 sf)
- Raised stage, minimum 48'w x 16'd x 24"h with side stairs at both ends of the stage, and wheelchair access (ramp or lift)
- Minimum 23' ceiling height adequate for a 6' x 10.6' (minimum, optimally 7.5 x 14') screen centred over the stage with two 9' x 16' (minimum) screens flanking the stage
- front or rear screen projection options to be determined by overall floor plan
- 16'w x 8'd x 24"h tech stage
- 36' x 8' space for media tables, with minimum 30 power outlets for media equipment
- Minimum 200 amps dedicated power for plenary audio visual equipment
- Hard wired internet line to the plenary technical stage
- availability of WiFi service for up to 1000 users throughout the primary meeting space in the host Convention Centre
- waive any access fees for UBCM audio visual provider to supply all AV equipment and labour

#### Registration Area

- Suitable for delegate materials behind registration area (30' x 16'), and stanchions for approximately 2,000 registrants over 3 days

#### Delegate Registration Services area

- Minimum 16' x 20' area close to Registration
- Hard wired internet for credit card transactions
- Internal network connection to UBCM office (dark Vlan drop to office location)
- Minimum 10 x 15 amps power for six computers/laptops and 1 – 2 printers
- Space for 4 work stations
- Space (8'd x 12'w) for laminating station with 2 x 15 amps power

#### Delegate Business Centre

- space and 2 x 15 amps dedicated power for two free standing photocopiers (approx. 10' x 10' area)

#### Government Appointments Reception Desk area

- minimum of 6' table with 2 x 15 amps dedicated power

#### Media Room

- min 500 sf set with 8 – 10 workstations around room
- hard wired high speed internet and WiFi
- power for 8 – 10 computers/laptops and printers
- analogue telephone line
- availability of polycom conference speaker phone for conference calls

#### Executive Meeting Room (Sunday to Friday)

- 26 people, set boardroom or hollow square
- Available for ad hoc meetings for Executive for the duration of Convention

#### UBCM Office

- approximately 1000 sf from Saturday to Friday, central location
- dedicated 20 amp power for photocopier
- power for 10 laptops/computers and 2 printers
- wired high-speed internet connection for UBCM access to server
- Dedicated internal network connection to UBCM office (dark Vlan drop to office location)
- Internal audio connection from Plenary room

#### Exhibit Space for Convention Sponsors

- space for minimum 15 booths, exclusive use for convention sponsors
- minimum 8' x 8' booth space with basic power (2 x 15 amps)
- access to wired and wireless high speed internet

#### Speaker Ready Desk

The Speaker Ready desk must be located in a central area close to the breakout rooms outlined in section 1.2.

- space for 2 x 6' tables
- power 2 x 15 amps
- wired high speed internet

#### Logistics Room

A minimum 500 sf room for signage and audio visual equipment deployment.

- space for 8 x 6' tables
- power 4 x 15 amps
- access to the UBCM wifi network

#### UBCM Election Voting Stations

- space for up to five x 6' election tables close to the plenary meeting room
- provision of 6 to 8 high top tables for private voting

## **1.2 Breakout Session Requirements**

The host facilities must provide minimum seating capacity as outlined below, and will provide a skirted head table, podium, and risers as appropriate for audience size.

Space for audio visual equipment and AV technical table area will be required in each breakout room.

### Monday Study Sessions

- minimum 3 meeting rooms for 150 - 250 delegates each, set semi-rounds or theatre seating with minimum seating for combined total of 600 delegates
- bus loading zone for minimum of one 56 passenger bus

### Tuesday Forums

Four meeting rooms in the convention venue or within a five minute walk of the main convention venue.

- Electoral Area Directors' Forum: 160 – 190 delegates, set semi-rounds or theatre seating
- Small Talk Forum: 320 - 360 delegates, set semi-rounds or theatre seating
- Large Urban Communities Forum: 140 – 170 delegates, set semi-rounds or theatre seating
- Mid-Sized Communities Forum: 280 – 320 delegates semi-rounds or theatre seating

### Daily Clinics

- Tuesday - Thursday morning, 7:30 - 8:15 am, 5 concurrent sessions
- Attendance ranges from 50 - 100 delegates per clinic

### Convention Breakouts

- Tuesday and Wednesday: 3 - 5 concurrent provincial policy sessions and cabinet panel or "Town Hall" sessions of 150 – 250 delegates per session each set theatre with minimum seating for combined total of 600 delegates
- Thursday: 4 concurrent workshops of approx. 100 – 250 delegates each set theatre or semi-rounds with minimum seating for combined total of 600 delegates

## **1.3 Food and Beverage Functions: Facility Requirements**

### Coffee Service

- Monday & Tuesday: morning and afternoon breaks for 600 - 800 delegates
- Wednesday & Thursday: 7:00 to 11:30 am and 1:30 to 4:00 pm (continuous for approx. 900 - 1000 delegates)
- Friday: 9:00 am to 11:00 am (continuous for approx. 800 delegates)

### Continental Breakfasts

- Tuesday: 7:00 am – 9:00 am (approx. 400 delegates)
- Wednesday to Friday: 7:00 am – 9:00 am (approx. 600 – 900 delegates)

*Ideally the breakfast and coffee service is in a pre-function area close to the plenary session and breakout rooms*

Luncheons (some may be located off-site, within 5 minute walk from Convention venue)

- Tuesday: 4 concurrent luncheons, one for each Forum 150 – 350 delegates each
- Wednesday: 5 concurrent luncheons for the Area Associations, 150 – 300 delegates each
- Thursday: Delegates Lunch, approximately 800 – 900 delegates, 8' x 12' x 24" stage with potential for 6 – 8 people at head table

Receptions

- Delegates Welcome Reception, Tuesday evening (1200 - 1300 people)
- Facilities required but no financial responsibility for the following functions:
  1. Provincial Government reception, Wednesday evening, 800 - 900 delegates
  2. Sponsor Receptions, Monday, Tuesday and Wednesday evenings, two to three receptions ranging from 150 – 800 delegates

Annual Banquet & Reception - Thursday 6:30 pm to 12:00 am

- Stand-up reception, 6:30 - 7:30 pm for approx 800 - 900 delegates
- Plated dinner 7:30 – 9:00 pm for 800 – 900 delegates, with main stage cleared for entertainment

## **1.4 Provincial Government Meeting Space**

The following is also required to be secured by the host, however, no financial responsibility will be borne by the host.

Government Offices and Meeting Rooms including:

- Minister of Municipal Affairs reception area and private meeting room, set boardroom or hollow square for 20 people (approx. 800 sf)
- Ministry of Municipal Affairs office with access to power for 6 to 8 computers/laptops, high speed wired internet capable of dedicated IP address (approx. 500 sf)
- Office for Government Communications and Public Engagement with access to power for 6 to 8 computers/laptops, printers and high speed wired internet capable of dedicated IP address (approx. 1000 sf)
- Government Appointments information desk in registration area
- Meeting spaces for 13-17 concurrent meetings of various Ministry staff with UBCM members from Tuesday to Thursday, may be set rounds in a Ballroom with private reception area outside the meeting space (minimum 2500 sf)
- 10 – 12 private meeting rooms for UBCM member meetings with Cabinet Ministers and MLA's, set boardroom or hollow square for 18 – 22 people)

## **2. Delegates Welcome Reception**

The Welcome Reception is a major event that delegates consider to be a highlight of the week and in many ways it sets the tone for Convention. The Host is responsible for the cost and management of the Welcome Reception. UBCM will act as the consultant, working closely with the Host on all aspects. *UBCM may contribute funds toward this event to be approved annually by the UBCM Executive.*

#### Reception Costs:

- Food and beverage (beer, wine and non-alcoholic drinks) for approximately 1100 – 1300 delegates/guests
- Facility rental costs
- On-site event management staffing including greeters, catering staff, host, etc.
- Costs of event rentals including linens, cocktail tables, glassware, china, etc.
- Costs for function suppliers including caterers, decor, entertainment, security, and audio visual equipment and labour
- Provision of PA system for announcement capability, as required
- Directional signage as required

### **3. Delegate Partners' Program & Registration**

The Host community is responsible for all aspects of the partners program including:

- Sourcing program options (10-15) and related costs
- Providing promotional paragraphs for delegate registration
- Managing on-site registration and information services for partners programs from Tuesday through Thursday
- Providing all staffing and guides for programs
- Providing UBCM with program costs for the partners program

UBCM Convention committee will select the Partners Programs to include at Convention from the options provided by Host. UBCM will include the Partner's Program with the Delegate registration process.

### **4. Hotel Accommodations**

Accommodation minimum requirements:

- The host shall provide UBCM with a list of hotel properties and contacts a minimum of 24 months in advance of the convention start date
- Accommodations must be a minimum 3 star quality rating
- Accommodations must reside within the host community's boundaries and be within reasonable walking distance of the central convention site
- An "internal" hotel block of 75 rooms will be assigned for UBCM use
- 10 one bedroom suites will be designated in a property near the convention venue for UBCM use

UBCM will be responsible for signing/managing hotel contracts/blocks and publicizing the hotel information to delegates. The host community may consider a "nightly room peel charge" on these hotel rooms to offset the host community's costs. If the host

community approves this fee UBCM will ensure it is included in hotel contracts for remittance back to the host community.

Min. number of rooms required:

Sunday	500
Monday	900
Tuesday	1000
Wednesday	1000
Thursday	1000

These rooms will be available for individual delegate bookings by phone at a designated opening date by UBCM.

## **5. Additional Considerations**

### **5.1 Insurance**

UBCM must be placed as an "additional named insured" for the purpose of the Convention on any insurance policy. A copy of this must be provided to UBCM no less than 6 months prior to the event.

### **5.2 Security**

Host will provide general security at the primary convention venue with a minimum number of guards required by the venue on duty at all times when the building is open and during core program activities including the Welcome Reception and Banquet. Security must have the ability to lock the building or the designated function areas overnight as requested by UBCM and guards must be proficient in English to provide general and directional information for the event.

Host will provide security at additional points of vulnerability such as loading docks during move-in and move-out, or at all times when loading and delivery areas are open but not locked.

Any additional security costs outside of the general convention will be the responsibility of UBCM.