



OSUM Annual Conference Host Municipality Criteria, Roles and Responsibilities

1. **Membership**

Must be a member in good standing with AMO.

2. **Engagement**

The Annual Conference is the primary source of revenue for OSUM. The delivery of the Conference and all costs incurred are based on the mutual understanding as outlined in this *Criteria Document*. Unforeseen or additional costs will require discussion and agreement between the Host and the OSUM Executive prior to the Conference proceeding as agreed. The OSUM Executive reserves the right to cancel the agreement should financial commitments by the Executive exceed their budget and capacity, resulting in a budget deficit.

3. **Conference Facility**

The following space requirements must be met. However, creative solutions used to meet these criteria will be given consideration.

- Plenary room set up:
 - accommodate up to 200 people seated in rounds of 6
 - space for a stage to hold a head table for 4 plus podium
 - space for projection and large screen and AV table

- Trade Show: The Exhibitors experience in the Trade Show is vital to the success of the conference. Exhibitors must be guaranteed an excellent interaction with the delegates. The Host Municipality must demonstrate how the flow of delegates can be achieved through the Trade Show. Ideally, the trade show is connected to the plenary hall and there is an ability to walk directly from the trade show into the plenary without exiting to the foyer
 - space for a minimum of 40 booths (8'x10)
 - ability to host reception in addition to the booths

- Additional space:
 - Board room (accommodate 20 people)
 - Potentially additional meeting space for breakout session

- Catering: buffet meals

4. **Conference Facility/Hotel Locations**

If the distance from the Conference Facility to the recognized conference hotel(s) is greater than 0.5 km, then a regular and frequent shuttle service must be provided by the Host Municipality, at its expense, to each hotel where this is the case.

5. **Hotel Requirements**

The Host Municipality must demonstrate that there are a minimum of 120 hotel guest rooms per night. The hotel(s) must be CAA rates as “Three Star” or above. These hotels must be able to accommodate accessibility concerns and should not be cost prohibitive to OSUM and their attendees. Anticipated pick up is as follows:

- Tuesday, April 30: 60
- Wednesday, May 1: 120
- Thursday, May 2: 100

6. **Additional Activities**

The Host Municipality may wish to host pre-conference events on the Tuesday immediately prior to the first program day. Traditionally, this has included a golf tournament. If the Host Municipality would like to offer this opportunity, the planning and accounting is entirely their responsibility. The Host Municipality may also consider offering study tours or out trips this day, which would also be their responsibility. AMO will promote these activities.

7. **Accessibility**

It is important that all facilities used during the conference are barrier free, and that venue staff have been trained in disability awareness. The Host Municipality must demonstrate that the accommodation/conference venue(s) can accommodate the needs of people with disabilities.

8. **Overview of Host Responsibilities**

The Host Municipality must accept the responsibilities for expenses, as demonstrated by a resolution by council, which will include:

- a. Organize and host an OSUM Executive dinner and site tour the fall prior to the conference
- b. Hosting and financing the Welcome Reception, which could include a local sponsor(s) e.g. BIA, local bank, etc. but **not** one of AMO’s regular conference sponsors. This is 100% the Host’s responsibility. If an alternate site is selected that is not within walking distance, busing must be included

- c. Providing a local planning committee and main contact who will work with OSUM and AMO to coordinate hotels, contracts, promotions, and the Host dinner event
- d. Providing shuttle buses between hotels, if necessary
- e. Providing buses, if necessary
- f. Providing civic greetings from the Mayor to delegates
- g. Local tourism bureau may provide the conference with a staffed Tourism Booth or provide delegates with tourism materials
- h. In the event an OSUM election is necessary, the host municipality will appoint a Returning Officer and conduct the election. The host will provide all staff and materials required. The election is to be conducted in the same manner as a municipal election whereby all registered members comprise the voters list. Election results are announced during the conference
- i. Encourage local media to cover the convention and issue publicity announcements

9. Host Costs

Communities interested in hosting the OSUM Annual Conference can anticipate costs in the range of approximately \$20,000-\$25,000. These costs will be associated with:

- In community pre-event dinner with the OSUM Executive and AMO staff
- Welcome reception (food and beverage, audio visual, entertainment)
- Associated costs such as busing, dependent on venue selection-labour costs