

ANNUAL FONOM CONFERENCE

Guideline for Conference Host Municipality(ies)

This Guideline was put together to help the Conference Host Municipality (HM) by outlining their basic roles and responsibilities. Overall, the HM is responsible for organizing and managing all local conference logistics. The following sets these out.

Communication and Conference Coordination:

- Representatives from the HM participate in the Conference Coordinating Committee (CCC) along with conference partners FONOM. This Committee oversees the agenda development, communication material and local logistics for each conference etc. This Committee usually meets at least monthly from January/February until the conference.

Venue:

- HM works directly with the management of the local venue to ensure access to all rooms, availability of required audio equipment in each conference room and any other equipment needed, and make any other arrangements necessary for full use of the facility by conference delegates.

Meals:

- HM manages all meals and refreshment breaks. They either work with the onsite caterer, or if there aren't any, hires local caterers or local volunteer organizations to prepare and serve the meals.
- HM will manage the entry to mealtime in some manner, for example, meal tickets with conference package or by just using conference name tags. If HM chooses to use conference name tags, should use different coloured name tags for one, two day or full registration.

Conference Promotion:

- All communication on the conference needs to first be reviewed by the CCC. The early notice and preregistration packages are normally sent out to municipalities by FONOM.
- In consultation with the CCC, the HM may wish to set up a web site with the conference information.

Conference Budget:

- The HM needs to initially review the post conference Final Report from the previous year's HM, including the previous year's budget. The HM prepares a conference budget in consultation with the CCC. The HM has discretionary spending abilities within this budget.

Registration:

- Registration fees are set by the CCC. Normally all delegates are charged registration and speakers are not. This is sometimes a judgement call if speakers decide to stay longer than a few hours each side of their presentation, so it can be discussed with the CCC. Normally the FONOM Executive pays registration but the Executive Director does not. registrations.
- While the Conference registration form is fairly standard from year to year, the HM is responsible for tailoring it each year to indicate the HM, location, local contact names etc. Electronic versions from the year before are available. This is then provided to the CCC for their review.
- The early conference notices and registration forms are normally sent to municipalities by FONOM. The HM should provide to have included in this mail out, a draft Companion program/notice, accommodation lists and electronic map of area showing conference site and location of accommodation (and anything else the HM might like to include). Timing of the mail outs are worked out by the CCC.
- The HM is responsible for receiving all the registrations, recording the registrants and collecting and managing all registration fees. All conference funds should be kept in a separate account with inputs and outputs recorded.
- The HM will order and prepare conference name tags for all preregistered delegates, speakers (usually distinctive from the delegates) and guests.
- In addition to the preconference registration work., the HM will set up a registration desk at the conference, to allow preregistranted delegates, speakers and guests to collect their conference packages and name tags but also to allow for last minute registrations. At this desk, there should be additional name tags. This desk is almost a "conference central desk" - where any conference or facility related information is available to delegates, messages are given, evaluation forms are deposited etc etc. It should be visible and easily accessible.

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- Generally the refund policy for registrations is the following:
 - if a delegate cancels at least 10 days prior to the conference, then they get a full refund;
 - if a delegate cancels within 10 days prior to the conference, then they get a full refund minus the costs of the meals;
 - if a delegate cancels once the conference has begun, then there will not be any refund.

Conference Agenda:

- While the agenda is worked out and finalized by the CCC, the printing of the final agenda is arranged by the HM once it is signed off by FONOM. The front of the agenda brochure also needs to be signed off by FONOM. The final agenda must be printed in both french and english. The french translation of the final agenda can be done either by FONOM or the HM. The final agenda includes a letter from each of the FONOM President (with a list of the FONOM Directors), the Minister of Municipal Affairs and Housing, and the Head of Council for the HM.

Conference Packages:

- The HM will order the appropriate conference packages (eg. bags, portfolios etc) and arrange for appropriate logos indicating the name of the conference, the HM and the Province of Ontario.
- The HM will acquire the necessary contents of the packages and also fill them prior to the conference. The following should be in the packages:
 - any local promotional material that the HM can acquire
 - a list of final conference preregistrants
 - FONOM's resolution package
 - floor plan of the conference facility and if desired, a map showing local attractions
 - any other notices that sponsors may wish to include

Sponsorships:

- The HM is responsible for obtaining all conference sponsorships. The more the better! Sponsorships can be obtained for meals, refreshment breaks or just for promotion.
- There is a standard conference sponsorship package for potential sponsors to choose from. This is attached. These fees are reviewed annually by the CCC.

Exhibits:

- The HM is responsible for the preregistration of all exhibit booths. There are standard fees as well for these (attached) - which are also reviewed annually by the CCC. While many companies, government agencies will contact the HM directly to acquire a booth, the HM may need to also solicit to totally fill the booth spaces. The HM can use the list from the prior year's HM for this purpose (this list of contacts and addresses should be available on disk).
- The HM manages this space by allotting the necessary space, assigning the space and communicating with the exhibitors regarding the requirements etc.
- It is best if many/most of the conference receptions and breaks can be organized in the same room as the exhibitors.

Companion Program:

- If the CCC decides to host a Companion Program, the HM is responsible for developing and managing it. This includes working with local businesses etc and providing the program outline in time to be included in the mail out of the conference agenda and registration forms.

Signage:

- Two banners need to be displayed prominently at the entrance to the conference site or on the conference building. They are the "Welcome FONOM Delegates" and "Northeastern Ontario Municipal Conference." The HM is responsible for putting these up and down.
- The HM should also put up any directional signs that may be necessary for the delegates to find the conference facilities including parking, conference rooms, reception areas, booth areas etc. The objective is to make it as easy as possible for the delegates to find their way around.
- The HM may also wish to put up signs indicating the various sponsors of the conference.

Post Conference Wrap Up:

- The CCC may meet following the conference to review the lessons learned from that year's conference, review the results of the evaluation forms and make recommendations on how to improve subsequent conferences.
- The HM prepares a Final Report following the conference which outlines such items as:
 - total attendance and profile of delegates ie. breakdown by municipality, other etc
 - final financial statement with revenues and expenditures broken down
 - any suggestions for next year's conference etc.

Application to Host the Federation of Northern Ontario Municipalities (FONOM) Annual Conference

Background:

The FONOM conference has grown recently, attracting more than 300 delegates and exhibitors and bringing over \$200,000 of economic activity to the host municipality. The conference forms a significant portion of FONOM's annual operating revenue. Therefore, the host community must maximize revenue through transparent tendering, purchasing goods and services, and careful financial control and management. The successful host will sign a Memorandum of Understanding document, a sample of which is attached to the Application.

Section 1 - Timing

The conference will occur in May each year during the second week. It begins on Monday at 1:00 p.m. and lasts two and a half days.

Day 1 of the conference agenda is a day of pride and excitement. It features an official opening, a welcome from the Mayor of the host municipality, and a unique opportunity for the host municipality to showcase its achievements. The day also includes a Minister's Forum, an opening reception, and an evening for the delegates to visit local restaurants for their evening meal.

Day 2 starts with a full breakfast, followed by several plenary and possibly concurrent sessions, and ends with a banquet during which FONOM will present the Executive Award.

Day 3 of the conference is a day of involvement and commitment, featuring the FONOM Annual General Meeting, a number of updates from representatives of the three levels of government, and a Minister's Forum. The conference adjourns by 1:00 p.m., marking the end of a successful event.

During a provincial election year, the committee will try to secure and organize a Leader's Debate.

In what year does your community wish to host the FONOM Conference? (Check one.)

May 11, 12 & 13, 2026 _____

May 10, 11 & 12, 2027 _____

May 8, 9, & 10, 2028 _____

Is this a significant year/date for your community? _____

If yes, describe the significance of the year and other events that will be occurring in conjunction with this year (e.g. If this is the anniversary of incorporation, will your community be holding other events such as festivals, reunions, etc., during the same year?)

Section 2 – Conference Facilities

The following conference facility guidelines are the minimum required:

- • One large conference room able to seat 250 delegates for plenary sessions. Ideally, The room would be furnished with round tables and a suitable sound system for speakers at the podium and in the audience using several mobile microphones.
- One large banquet room to seat 300 guests with a head table (it may be the same room as the plenary session room above, provided capacity is available).
- Two adjacent rooms for break-out sessions that should seat 75 to 125 delegates (may be used for additional Exhibitors).
- MMAH may offer Ministerial Delegations during the Conference
- Four to five meeting rooms for Ministerial delegations that can accommodate up to 12 people seated boardroom style, in a venue close to the Conference venue.
- A large area for the trade show should be near the large conference room so that delegates can easily access the exhibits.
- Delegates must be offered high-speed free Internet access connection and good audio equipment available in all meeting rooms.
- Sufficient parking to accommodate delegates, sponsors and exhibitors.
- All facilities above should be accessible to persons with physical disabilities.

In what primary facility do you propose to host the majority of the conference?

Name

Address

Contact Person

Telephone

Email

If there is an additional secondary facility that will be used, please indicate so below.

Name of Facility	Address	Contact Person
Telephone	Email	

If there is a third facility that will be used, please indicate so below.

Name of Facility	Address	Contact Person
Telephone	Email	

Identify below each of the required rooms available in this facility:

Room Purpose	Room Name	Required Capacity	Actual Capacity
Plenary room		250	
Banquet room		300	
Trade Show area		30+ booths*	
Break-out session room 1		75 to 125	
Break-out session room 2		75 to 125	
Ministerial delegation room 1		12	
Ministerial delegation room 2		12	
Ministerial delegation room 3		12	
Ministerial delegation room 4		12	
Ministerial delegation room 5		12	

Please attach floor plans for these rooms and facilities wherever they are available.
 (* Booths should be 10' in width and 8-10' deep)

Section 3 – Accommodations

Please provide a list of all accommodations in your community that includes the following information: Name, Address, Telephone, Fax, Email, Website and Room rates. A minimum of **300 rooms** within a 30 kilometre radius of conference venue is normally required.

Hotel/Motel/B&B Name	Address	No. of Rooms & Rates	Tel, Fax Email, Website

Section 4 – Food Services and Catering

List up to three food service providers for the conference. These food service providers should have had prior experience in providing food service to groups of 300 or more.

Food Provider(s)

 Name of Provider Address Contact Person

 Telephone Fax Email

Section 5 – Municipal Resources

Please indicate below what staff resources are available. This person/person(s) should be accountable to the elected representatives of your municipality. (Note that the conference budget does not include expenses for staff.)

Local Conference Chairperson/Contact Person:

_____	_____	_____
Name	Title	Business Address
_____	_____	_____
Telephone	Fax	Email

Additional Contact People (name up to three):

_____	_____	_____
Name	Title	Business Address
_____	_____	_____
Telephone	Fax	Email

_____	_____	_____
Name	Title	Business Address
_____	_____	_____
Telephone	Fax	Email

_____	_____	_____
Name	Title	Business Address
_____	_____	_____
Telephone	Fax	Email

What recent conferences has your community hosted in which your municipal staff were involved in organizing?

_____	_____	_____
Conference/Group	Date(s) Held	Number of Delegates

_____	_____	_____
Conference/Group	Date(s) Held	Number of Delegates

Section 7 - Other Factors

Please list other factors that your community wishes to have considered when the FONOM board reviews conference bids.

In preparing and submitting this bid to host a FONOM Conference, I/we have read and understood the terms of the Memorandum of Understanding between the Federation of Northern Ontario Municipalities and the Host Municipality(ies) and will sign such an agreement should we be selected as the successful bidder of a conference.

I have the power to bind the City/Town/Township/Municipality of _____:

Signature

Date

ANNUAL FONOM CONFERENCE
Memorandum of Understanding
Between the
Federation of Northern Ontario Municipalities
And the Host Community
(Sample Only – Will be Signed After Successful
Conference Bidder is Announced)

Guideline for Conference Host Municipality(ies)

Overall the Host Municipality(ies) is responsible for organizing and managing all local conference logistics. The following sets these out.

Communication and Conference Coordination:

- Representatives from the Host Municipality (HM) participate in the Conference Coordinating Committee (CCC) along with conference partner FONOM. This Committee oversees the agenda development, financial terms, communication material and local logistics for each conference etc. This Committee usually meets at least monthly from December/January until the conference.
- Expenses for HM representatives on the CCC are the responsibility of the HM and are not part of the conference budget.

Venue:

- HM works directly with the management of the local venue to reserve appropriate space for all aspects of the conference, ensure access to all rooms, availability of required audio equipment in each conference room and any other equipment needed, and make any other arrangements necessary for full use of the facility by conference delegates.
- Enhanced audio visual services may be necessary in order to meet the ever-expanding technical needs of this conference. In this case, the HM will undertake a tender or call for proposals for these services.
- Municipally-owned facilities used for portions of the conference are provided by the HM rent free.

Meals:

- HM manages all meals and refreshment breaks including ordering all food from the food provider(s). They either work with the onsite caterer, or if there aren't any, hires local caterers or local volunteer organizations to prepare and serve the meals. All aspects of food service before and during the conference are the responsibility of the HM including selecting of menus within the budget allocated.
- HM will manage the entry to mealtime in some manner, for example, meal tickets with conference package or by just using conference name tags. If HM chooses to use conference name tags, they should use different coloured name tags for one, two day or full registration.

Conference Promotion:

- All communication on the conference needs to first be reviewed by the CCC. The early notice and pre-registration packages are normally sent out to municipalities by FONOM.
- In consultation with the CCC, the HM will set up a web site with the conference information. This website will be linked to FONOM.

Conference Budget and Finances:

- The HM will be provided a working budget by FONOM. The HM will tender for provision of all conference services using their own municipal tendering procedures. The HM must have a finance department member at the first CCC meeting so that payment, liabilities, budget and timelines are understood. The HM has discretionary spending abilities within this budget however; the conference partner FONOM should be apprised about the status of the budget at least once a month between January and April.
- The HM will pay to FONOM the total net profit of the conference by July 15 in the year of the conference.

Registration:

- Registration fees are set by the CCC. Normally all delegates are charged registration and speakers are not. This is sometimes a judgment call if speakers decide to come back another day. It can be discussed with the CCC.
- The Conference registration form is fairly standard from year to year. The HM may tailor it each year to indicate the HM, location, local contact names etc. This is then provided to the CCC for their review.
- The early conference notices and registration forms are normally sent to municipalities by FONOM. The HM shall prepare an accommodation lists and

electronic map of area showing conference site and location of accommodation (and anything else the HM might like to include). Timing of the notices is worked out by the CCC.

- The HM is responsible for receiving all the registrations, recording the registrants and collecting and managing all registration fees. All conference funds should be kept in a separate account with inputs and outputs recorded.
- The HM will order and prepare conference name tags for all pre-registered delegates, speakers (usually distinctive from the delegates and exhibitors) and guests.
- In addition to the pre-conference registration work, the HM will set up a registration desk at the conference, to allow pre-registrants delegates, speakers and guests to collect their conference packages and name tags but also to allow for last minute registrations. At this desk, there should be additional name tags. This desk will serve as a “conference central desk” - where any conference or facility related information is available to delegates, messages are given, evaluation forms are deposited etc. It should be visible and easily accessible and staffed throughout all hours that the conference and/or trade show is open to delegates.
- The cancellation policy is that registration fees, less a \$50 administration charge, are refundable only if written notification is received by 7 days before the conference. No refunds will be made after that date however substitutions may be made without financial penalty.

Conference Agenda:

- While the agenda is worked out and finalized by the CCC, the printing of the final agenda is arranged by either FONOM or the HM. The final agenda must be printed in both French and English. Translation is also done by either the HM or FONOM.
- The final agenda includes a letter from each of the FONOM President (with a list of the FONOM Directors) and the Head of Council for the HM.
- The HM, in consultation with FONOM, will recommend two charities for a donation in lieu of speaker gifts.

Conference Packages:

- The HM, in consultation with the CCC, will order the appropriate conference packages (e.g. bags, portfolios etc) and arrange for appropriate logos indicating the name of the conference, the HM and FONOM.
- The HM will acquire the necessary contents of the packages and also fill them prior to the conference. The following should be in the packages:
 - any local promotional material that the HM can acquire
 - a list of final conference pre-registrants
 - FONOM's resolution package and annual report
 - floor plan of the conference facility and, if desired, a map showing local attractions
 - trade show program and map of booth locations
 - any other notices that sponsors may wish to include

Sponsorships:

- The HM, in conjunction with FONOM, is responsible for obtaining all conference sponsorships. Sponsorships can be obtained for meals, refreshment breaks or just for promotion. Due to the long relationship the conference has had with many of its sponsors, there is a "right of refusal" for sponsors from the previous year to sponsor the same event/item.
- The HM will sponsor the Pre-banquet reception, the year prior to hosting the conference, value of \$3,500.00.
- There is a standard conference sponsorship package for potential sponsors to choose from. These fees will be established by the CCC.

Exhibits:

- The HM is responsible for the pre-registration of all exhibit booths. There are standard fees as well for these which are also reviewed annually by the CCC. While many companies, government agencies will contact the HM directly to acquire a booth, the HM may need to also solicit to totally fill the booth spaces. The HM can use the list from the prior year's HM for this purpose using the list that will be provided by FONOM.
- The HM manages this space by allotting the necessary space, assigning the space and communicating with the exhibitors regarding the requirements etc.

Signage:

- Two banners need to be displayed prominently at the entrance to the conference site or on the conference building. The HM is responsible for putting these up and taking them down.
- The HM should also put up any directional signs that may be necessary for the delegates to find the conference facilities including parking, conference rooms, reception areas, booth areas etc. These should be in a bilingual format. The objective is to make it as easy as possible for the delegates to find their way around.
- The HM will also put up signs indicating the various sponsors of the conference.

Post Conference Wrap Up:

- The CCC may meet following the conference to review the lessons learned from that year's conference, review the results of the evaluation forms and make recommendations on how to improve subsequent conferences.
- The HM prepares a Final Report following the conference which outlines such items as:
 - total attendance and profile of delegates (e.g. breakdown by municipality, other etc)
 - final financial statement with revenues and expenditures broken down
 - any suggestions for next year's conference etc.

Signed by:

SAMPLE ONLY – DO NOT SIGN AT THIS TIME

By signing this document, the Host Community agrees to abide by the terms and conditions as well as timelines outlined in this Memorandum of Understanding.