

Media outlets who want to participate in the conference must contact FCM's [Media Team](#).

Registration fees

Registration type (Full conference only)	Early Bird (March 29 to April 23)	Regular (April 24 to June 4)
Member		
Municipal / Affiliate <ul style="list-style-type: none">• Elected official• Staff	\$600	\$670
Non-Member		
Municipal <ul style="list-style-type: none">• Elected official• Staff	\$700	\$790
Provincial / Federal / Territorial government <ul style="list-style-type: none">• Elected representative• Staff	\$700	\$790

Registration type (Full conference only)	Early Bird (March 29 to April 23)	Regular (April 24 to June 4)
Exhibitor / Sponsor / Corporate partner (Only current registered exhibitors / sponsors are eligible for these fees)	\$455	\$510
Students Important: all students must be full-time students and show proper proof of current enrollment (student ID) before they register. Contact registration to provide proof and get your access code to register.	\$135	\$149

Credit card only (VISA, AMEX or MasterCard. 13% HST will be added to your registration fee.

¹To vote in the [FCM Board election](#), you must be an accredited conference delegate (FCM Member – Elected Official). This is different from last year’s virtual Board election—and closer to the simplified “real time” voting of past in-person events. (Accredited delegates must connect with their own conference login to vote.)

If you have any questions, please contact FCM’s [registration desk](#) or call 613-907-6317.

Terms and Conditions

Conference Code of Conduct

The Federation of Canadian Municipalities is committed to the highest standard of respect and dignity at each one of its events, may they be in-person or online. All participants at the 2021 virtual Annual Conference and Trade Show must comply with FCM's Code of Conduct. The code mandates that participants conduct themselves in a safe and welcoming manner and are treated with respect and dignity, free from harassment, violence and discrimination. This core ethical standard applies to all facets of the conference where participants are in attendance.

FCM does not tolerate harassment of any kind. Should you be subject to—or witness any—inappropriate or threatening behaviour or language, please notify registration staff by email at register@fcm.ca. Anyone found to be acting in such a manner will have their registration revoked and asked to leave the virtual conference platform immediately.

Authorized Soliciting and Marketing

Except for authorized Sponsors and Exhibitors, delegates may not use the conference as a forum for soliciting and marketing to FCM's municipal delegates. Those delegates wishing to have such privileges are encouraged to register for the virtual conference as a Sponsor or Exhibitor. Otherwise, FCM may revoke the registration of the delegates who, in the opinion of FCM, conduct such soliciting and marketing activities.

Contact Information

A list of all conference participants (name, title, organization and email) will be shared with conference Sponsors and Exhibitors via the lead retrieval system. In addition, whenever you interact with another participant inside the virtual platform, you agree to share your contact information as per your virtual profile.

Early-bird registration

Early-bird registration ends **Friday, April 23, 2021 (11:59 p.m. ET)**.

Payments

Registration fees must be paid in full by credit card (VISA, MasterCard or American Express) at the time of registration.

Taxes

The Canada Revenue Agency (CRA) has determined that the legal status of FCM must change from charitable to not-for-profit. This change in legal status results in taxable registration fees for FCM conferences. In keeping with the GST/HST place of supply rule, registration fees are taxed based on the location where the conference is held. In 2021, the conference is being held virtually in the province of Ontario and the applicable 13% HST is being applied. Each municipality is entitled to claim the applicable input tax credit (ITC).

Cancellations

If you need to cancel or change your registration for FCM's 2021 Annual Conference and Trade Show, you must do so in writing by [sending us an email](#). Cancellation requests will **NOT** be accepted by any other means.

Cancellation fees will be applied to conference registration.

Refund schedule and policy

The amount of your refund will depend on when we receive your notice of cancellation. Please consult this schedule for refund amounts:

Notice of cancellation received by:	Refund:
By April 23 (11:59 p.m. ET)	100 per cent
Between April 24 and May 14 (11:59 p.m. ET)	50 per cent

Notice of cancellation received by:	Refund:
On and after May 15	No refund

For cancellations received before April 23, refunds will be credited to you on the original credit card used for payment. The following information will appear on the credit card statement once the refund is completed: FCM-FED CND MUN.

After May 15, refunds will only be considered for medical or personal emergencies. Please [send us an email](#) to request a refund due to an emergency. For medical emergencies, you must attach a letter from your doctor. The deadline to submit these requests is June 9, 2021.

We do not issue a refund or credit for portions of the conference which you did not attend.

Substitutions

Registration for the 2021 Annual Conference and Trade Show cannot be shared between two or more participants. Only one individual can be registered under a single registration, for the duration of the conference. However, delegates may nominate another person from their organization to attend in their place, up to 24 hours before the start of the event. Please [send us an email](#) to request a substitution. If a registered delegate is unable to find a substitute to take his or her place, the cancellation policy applies.

Registration Confirmation

An email confirmation will be sent once registration has been completed and fully paid online. From your account in the FCM portal, you will be able to update your profile, modify your registration, and print a copy of your registration invoice.

Program

FCM reserves the right to make changes to the 2021 Annual Conference and Trade Show program at any time.

Photographs

FCM may take screen shots of delegates attending the 2021 Annual Conference and Trade Show. These photos may be used on FCM's social media channels. They will not be distributed to third parties.

For any questions, please contact FCM's [registration desk](#) or call 613-907-6317.



24 Clarence Street

Ottawa, Ontario

K1N 5P3

T. 613-241-5221

F. 613-241-7440

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