

Union of BC Municipalities

99th Annual Convention

Sept. 24- Sept 27, 2002 • Whistler



Bulletin #2

ADMINISTRATION

UBCM OFFICE

From 8:30 am Monday, September 23, until noon, Friday, September 27, UBCM will have an office set up on-site at the **Whistler Conference Centre (WCC)**. Please use the following numbers for URGENT OR CONVENTION-RELATED business:

PHONE:

(604)

FAX:

(604)

All other business can be directed to the permanent UBCM Office number (604) **270-8226**, where voicemail will be operational and checked regularly.

Please use the **MESSAGE CENTRE** for delegate messages.

MESSAGE CENTRE

The Message Centre, sponsored by **BC Buildings Corporation**, will provide friendly staff to receive

phone and fax messages for delegates. Delegates will be notified that they have a message waiting by means of video monitors which will be positioned in key convention areas within the WCC, including the plenary room (Sea to Sky Ballroom) and Canvas Ballroom. Delegates can pick up messages at the Message Centre booth, located in the **Atrium, lower level, WCC**.

Please note that the fax service is for **INCOMING** faxes only; outgoing faxes can be arranged through the **Office Services** booth.

Message Centre Hours:

8:30 am to 5:00 pm

Mon., Sept. 23 to Thurs., Sept. 26

and

8:30 am to 12:00 noon, Fri., Sept 27

TO LEAVE MESSAGES FOR DELEGATES:

PHONE:

(604)

FAX:

(604)

UBCM ON-LINE

Shaw Communications is pleased to offer UBCM delegates **Shaw High-Speed Internet** services at this year's convention. A multi-terminal service including printers will be located next to the *Message Centre* in the **Atrium, lower level, WCC**. **NOTE: "To retrieve your e-mail, please speak to your ISP or your e-mail administrator to obtain instructions for accessing your e-mail from a remote location".**

DELEGATE OFFICE SERVICES

Lidstone, Young, Anderson is pleased to provide UBCM delegates with complimentary fax and photocopying services during Convention week.

The Office Services booth and a work table will be located:

WCC Atrium, lower level

Office Services Hours:

8:30 am to 5:00 pm

Tues., Sept. 24 to Thurs., Sept. 26

and

8:30 am to 12:00 noon

Fri., Sept 27

DELEGATE REGISTRATION

Atrium, WCC

Monday, Sept. 23

8:00 am to 5:00 pm

Tuesday, Sept. 24

7:00 am to 8:00 pm

Wednesday, Sept. 25

7:00 am to 4:30 pm

Delegates attending Tuesday sessions should plan to check in at registration prior to the session start, as voting cards are contained in your delegate packages.

Late registration and registration changes will be processed by UBCM staff in the **"Rutherford Room"** also located in the lower level of the WCC.

Partners Registration will be at a separate desk alongside the main registration. All partners should check in upon arrival at convention to receive instructions and updates.