



AMO Communications  
<communicate@amo.on.ca>  
06/08/2013 05:32 PM

To "ravis@fort-frances.com" <ravis@fort-frances.com>  
cc  
bcc  
Subject AMO Conference Plan Your Day

***Communities: Inspiring & Aspiring***  
**2013 AMO Annual Conference**  
**August 18 - 21 | Ottawa Convention Centre**

Less than two weeks away AMO Delegates will be arriving at the Ottawa Convention Centre for the 2013 AMO Annual Conference. To ensure that your conference experience is a success AMO is providing you with a Plan Your Day piece for Sunday August 18th– the official first day of the Conference. In the attached you will find details on registration, the Exhibit Hall Reception, the City of Ottawa Welcome Reception and what activities are happening on site on Sunday. Please review and print this handy PDF.

*Download AMOmobile to your smartphone or tablet today from the Apple iTunes, Blackberry App World or the Google Play Store and get advance access to the full program for the Conference.*

On behalf of the AMO Team, we look forward to seeing you on Sunday.

If you have problems opening the attachment(s) please call AMO at (416) 971-9856.

**PLEASE NOTE**

AMO communications will be broadcast to the municipality's administrator and clerk. Recipients of the AMO broadcasts are free to redistribute the AMO broadcasts to other municipal staff and elected officials as required. We have decided to not add other staff to these broadcast lists in order to ensure accuracy and efficiency in the management of our various broadcast lists.

**DISCLAIMER**

These are final versions of AMO documents. AMO assumes no responsibility for any discrepancies that may have been transmitted with the electronic version. The printed versions of the documents stand as the official record.



PlanYourDay.pdf

# PLAN YOUR DAY

inspiring &  
aspiring

**AMO**  
communities

## 2013 AMO AGM & Annual Conference

Ottawa Convention Centre | Ottawa, ON.

Trade show: August 18 - 19, 2013

Conference: August 18 - 21, 2013

We are very pleased that you will be joining us for this year's AMO Annual Conference. We wanted you to know some things to expect before you arrive and to help you plan your Sunday. There will be even more information in your delegate kit that you will receive onsite including a comprehensive program.

**Your Hotel:** If someone else made your reservations, make sure you know which hotel you are staying at, the address of the hotel and your confirmation number.

**Conference Location:** The Ottawa Convention Centre (OCC) is located at 55 Colonel By Drive. This is where you will find Conference Registration, the Plenary Hall and Exhibit Hall. The Westin Hotel (*connected via elevated walkway on the second floor*) will also house some conference events, including Concurrent Sessions, Insight Breakfasts, and Delegation Rooms.

**Picking up your Registration Badge/Kit:** Conference registration is located on the second floor of the OCC. *You will need to present photo identification in order to pick up your registration package.* On Sunday, registration is open from 11:00 a.m. to 8:00 p.m. You may also register on Monday and Tuesday at Registration at the OCC. Registration/Information will move to the Westin Hotel for Wednesday morning.

**Parking:** The OCC has a fully-staffed facility with two entrances located on Daly Avenue and Nicholas Street South. Alternatively, if this lot is full, The Rideau Centre parking garage is open 24 hours and has entrances located on Nicholas Street, Daly Avenue and Colonel By Drive via the front of the Westin Hotel.



**Driving in Ottawa:** If driving to the Westin Hotel or the OCC, please take note of any road closures that may be in effect in areas you may be passing through. The City of Ottawa website ([http://ottawa.ca/cgi-bin/trafficreport/report\\_search.pl](http://ottawa.ca/cgi-bin/trafficreport/report_search.pl)) can provide you a list of road closures that may affect your travels during this time.

**Please note: Colonel By Drive will be closed on Sunday until 1:00 p.m. for a regularly scheduled event in Ottawa. A suggested alternate route if travelling on Highway 417, is to exit on Nicholas Street, veer right onto Waller Street and then turn left on to Daly Avenue.**



# PLAN YOUR DAY



inspiring &  
aspiring

AMO  
communities

## Conference Events on Sunday August 21st:

- Registration  
11:00 a.m. – 8:00 p.m., OCC
- Exhibitor Trade Show  
2:00 – 8:00 p.m., OCC (companions welcome, Sunday only)

Open to all delegates. Meet your supplier community and see what new and innovative products and services are available.

- Official Exhibit Hall Opening Reception  
6:00 – 8:00 p.m., OCC  
(companions welcome)

Come out for great company, good conversations and some fun activities, as we raise funds for the *AMO Ontario Municipal Disaster Relief Fund*. Fundraising will be a cash only event - don't miss out on some great prizes, including a chance to have lunch with Col (Retd.) Chris Hadfield on Monday at the Conference.

- City of Ottawa Welcome Reception  
8:00 – 10:00 p.m. Trillium Ballroom, OCC  
(companions welcome)

The City of Ottawa is pleased to again host the AMO Conference. Mingle with colleagues, as well as your host Mayor Jim Watson, Ottawa City Councillors and members of the City's management team.

## Demo Bar, Third Floor Foyer, Westin Hotel

The AMO Demo Bar showcases exciting technologies available to municipalities. The Demo Bar is set up so you can test drive new software and e-tools. Visit the Demo Bar in the third floor foyer, OCC to learn about:

- Energy Planning Tool:  
*Sunday: 2:00 p.m. - 4:00 p.m.*  
*Monday: 4:00 p.m. - 6:00 p.m.*
- Energy Management Tool:  
*Sunday: 4:00 p.m. - 6:00 p.m.*  
*Monday: 2:30 p.m. - 4:00 p.m.*
- MIDAS:  
*Sunday: 6:00 p.m. - 8:00 p.m.*  
*Monday: 7:30 a.m. - 10:30 a.m.*

## On-site Questions, Lost and Found and more...:

Visit AMO's Information Booth for conference related questions. It's open daily on the second floor of the OCC.

For things to do in the area, visit the Ottawa information booth on the third floor of the OCC

Something Else to Know: Use the Tim Hortons coupon in your delegate badge and get your free travel mug from their booth so that you can enjoy a wake up coffee with exhibitors on Monday morning at 7:30 a.m.

For further details on the Conference: Visit the AMO website at [www.amo.on.ca](http://www.amo.on.ca)

*See you in Ottawa!*