2017 EDMONTON ELECTION: CANDIDATE FORUM GUIDELINES

Campaign Literature

- Posting campaign signs inside the forum or on the property where the forum is being held is strictly prohibited.

- Handing out pamphlets/information is permitted except from the stage or podium. Candidates may not hand out information while on stage during the forum.

Forum Start and Adjournment Time

Ward Councillor Forums: 2 Hour Events, 7-9 pm

- Candidates should be at the forum venue no later than 6:45 pm.

- All candidates are asked to convene at 6:45 pm at the webcasting table to meet with moderators and organizers to establish rules, speaking order, time allotments, signals and photo consent.

- Candidates will take their seats on stage. Seating will be established by event staff.

- Each candidate is provided with a tent card and a pen, and are asked to print their name on the card (large and bold), then place before them for the audience to see.

- The forums will start at 7 pm sharp.

- There will be a short intermission at approximately 7:45 pm.

- The formal part of the forum will conclude at 9 pm.

- Candidates may stay at the venue for 20 minutes after forum concludes to meet attendees and answer questions.

- All candidates and their materials must be out of the building no later than 9:30 pm.

Mayor's Introduction Session (Shaw Conference Centre): 1 Hour Event, 12-1 pm

Due to the large number of candidates and one hour allotted for the lunch-time session, there will be no question period at this forum. Instead, the session will serve as an opportunity for mayoral candidates to introduce themselves and present their platforms.

- Candidates should be at the forum venue no later than 11:45 am.

- All candidates are asked to convene at 11:45 am at the webcasting table to meet with moderators and organizers to establish rules, speaking order, time allotments, signals and photo consent.

- Candidates will take their seats on stage. Seating will be established by event staff.

- Each candidate is provided with a tent card and a pen, and are asked to print their name on the card (large and bold), then place before them for the audience to see.

- The session will start at 12:00 pm sharp.

- Each candidate will introduce themselves and their platform for 4 minutes.

- The formal part of the session will conclude at 1:00 pm.

- Candidates may stay at the venue for 20 minutes after forum concludes to meet attendees and answer questions.

- All candidates and their materials must be out of the building no later than 1:30 pm.

Mayor's Forum #2 & #3: 3 Hour Events, 6:30-9:30 pm

- Candidates should be at the forum venue no later than 6:15 pm.

- All candidates are asked to convene at 6:15 pm at the webcasting table to meet with moderators and organizers to establish rules, speaking order, time allotments, signals and photo consent.

- Candidates will take their seats on stage. Seating will be established by event staff.

- Each candidate is provided with a tent card and a pen, and are asked to print their name on the card (large and bold), then place before them for the audience to see.

- The forums will start at 6:30 pm sharp.

- There will be a short intermission at approximately 8 pm.

- The formal part of the forum will conclude at 9:30 pm.

- Candidates may stay at the venue for 20 minutes after forum concludes to meet attendees and answer questions.

- All candidates and their materials must be out of the building no later than 10 pm.

Moderator Duties

Third party Moderators will guide the forum process. The Moderator is responsible for:

- Conducting and facilitating the forum.
- Enforcing the rules for the forum.
- Resolving any disputes regarding the process.

Presentation Time: Introductory Remarks

- All candidates will be given an allotted time to use for introductory remarks, detailed in the tables:

Ward Councillor Forums
2-8 candidates: 5 minutes each
9+ candidates: 2 minutes each

Mayor: Candidate Introduction Session (Shaw Conference Centre)	
13 candidates: 4 minutes each	*Due to the large number of candidates and the one hour time length, there is no intermission and no question period at this session.*

Mayor Forum #2 and #3 (Harry Ainlay High School and Italian Cultural Centre)	
13 candidates: 1 minute each	*Due to the large number of candidates, speaking time for introductory remarks will be 1 minute per candidate.*

Note: Only the moderator has the authority to vary the speaking time allotted depending on the number of candidates.

Speaking Order: Introductory Remarks

The following table provides the speaking order of candidate introductory remarks:

Mayor Forums	Ward Councillor Forums
Introduction Session : Alphabetical order (by last name) Forum #2: Reverse alphabetical order (by last name) Forum #3: Random draw	Alphabetical order (by last name)

Question Period

- After candidates have made their opening remarks, the question period will begin. The length of the question period will vary depending on the number of candidates in attendance.

- The Moderator will take verbal questions from the audience and questions asked over Twitter.

- **Attendees are allowed 30 seconds to ask their question. Each candidate will have one minute to answer.**

- Attendees will be encouraged to ask questions that can be answered by all candidates.

- There will be no intermission and no questions at Mayoral Introduction Session to accommodate the shorter event time.

- The Moderator may edit or restrict any question that in his or her judgment is not appropriate.

- The Moderator will call on candidates to answer questions, in alphabetical order by last name, starting with B,C,D,A etc. The next question, candidates will be called in the order, C,D,B,A, and then D,A,B,C, etc.

Conclusion of Question Period

- At the conclusion of the question period, candidates will be given the opportunity to make a **one-minute closing statement** (except at the Mayoral Introduction Session).

Presentation Time and Speaking Order: Closing Remarks

The following table provides the presentation time and speaking order for candidate closing remarks:

Mayor Forums	Ward Councillor Forums
Introduction Session: No closing remarks required Forum #2: Alphabetical order (by last name): 1 minute each Forum #3: Order of introductory remarks: 1 minute each	Reverse alphabetical order (by last name): 1 minute each

- **After the closing statements, there will be 20 minutes to allow people in attendance to speak with candidates on an individual basis. Candidates are asked to stay after the forum to meet attendees and answer questions.**
- All persons attending the forum, including candidates and their workers, must leave the forum location when directed.

Additional Information

- Every forum is being webcast live and a recording will be posted online in the days following the forum. Both the webcast and the recording are closed captioned.
- American Sign Language interpretation and real-time captioning is available at each forum.
- Moderators will request that all cell phones (including those held by candidates) be silenced and put away for the duration of the forum.
- Twitter users can submit questions for candidates using the specific event hashtag (see event schedule on page 5). The third party Moderator will select Twitter question and pose as many of these questions to candidates as possible during the question and answer period.
- Due to time limitations, it is likely not every audience and Twitter question will be answered. Candidate contact information is available on the Open Data Portal for those looking to follow up with candidate.

Candidate Forum Schedule

Forums are subject to cancellation if election by acclamation occurs.

Candidate Forum	Date & Time	Location	Event Hashtag
Ward 1	Mon Sep 25, 2017 7-9pm	Westlawn Junior High School 9520-165 Street NW	#Ward1Forum
Ward 2	Mon Sep 25, 2017 7-9pm	Rosslyn Junior High School 13215-113A Street	#Ward2Forum
Mayor: Candidate Introduction Session	**Tues Sep 26, 2017 Noon-1pm**	**Shaw Conference Centre 9797 Jasper Avenue**	**N/A**
Ward 3	Wed Sep 27, 2017 7-9pm	Londonderry Junior High School 7104-144 Avenue NW	#Ward3Forum
Ward 4	Wed Sep 27, 2017 7-9pm	John D. Bracco Junior High School 3150-139 Avenue NW	#Ward4Forum
Ward 5	Thurs Sep 28, 2017 7-9pm	S. Bruce Smith Junior High School 5545-184 Street NW	#Ward5Forum
Ward 6	Thurs Sep 28, 2017 7-9pm	St. Joseph Catholic High School 10830-109 Street NW	#Ward6Forum
Ward 7	Mon Oct 2, 2017 7-9pm	St. Bernadette Elementary School 11917-40 Street NW	#Ward7Forum
Ward 8	Mon Oct 2, 2017 7-9pm	McNally Composite High School 8440-105 Avenue NW	#Ward8Forum
Mayor #2	**Tues Oct 3, 2017 6:30-9:30pm**	**Harry Ainlay Composite High School 4350-111 Street**	**#MayorForum**
Ward 9	Wed Oct 4, 2017 7-9pm	Archbishop Joseph MacNeil Catholic Elementary/Junior High School 750 Leger Way NW	#Ward9Forum
Ward 10	Wed Oct 4, 2017 7-9pm	L.Y. Cairns Junior/Senior High School 10510-45 Avenue NW	#Ward10Forum
Ward 11	Thurs Oct 5, 2017 7-9pm	J. Percy Page Composite High School 2707 Mill Woods Road NW	#Ward11Forum
Ward 12	Thurs Oct 5, 2017 7-9pm	Holy Family Catholic School 1710 Mill Woods Road E	#Ward12Forum
Mayor #3	**Wed Oct 11, 2017 6:30-9:30pm**	**Italian Cultural Center 14230-133 Avenue NW**	**#MayorForum**