

Conference Seminar Training Business Travel

This form should be submitted within 10 business days of return from the conference/seminar.

Attach original approved "Request for Authorization Form" and all original receipts.

Foreign Currency Exchange Rate** Exchange Rate applied to convert from local currency to CAD = <u>n/a</u> (if applicable)			Invoice Number** <u>EXP 1M406-M412/19</u> EXP 1M406-12, 2019
Vendor Name** Robert Kerr			Vendor Number** <u>1016485</u>
Division** Economic Development & Culture	Work Address** City Hall, 100 Queen St. W, 6th Flr West Tower	Postal Code** M5H 2N2	Invoice Date** (m/d/yyyy) 05-Jun/19
Name of Conference / Seminar / Training / Business Travel** Canadian Music Week Conference & Showcase			Payment Amount** <u>Nil</u> \$0.00
Start Date** (m/d/yyyy) 05/06/2019		End Date** (m/d/yyyy) 05/12/2019	

Description	GL Account **	Cost Centre/ VBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256	SE0004	1560200000	155.25	20.18	175.43
Travel <input type="checkbox"/> Air <input checked="" type="checkbox"/> Train <input type="checkbox"/> Bus	4253	N/A	1560200000	0.00	0.00	0.00
Use of Personal Vehicle kms X \$0. /km	N/A	N/A	N/A	0.00	0.00	0.00
Accommodation 6 days @ \$213.01 /day	4252	N/A	1560200000	0.00	0.00	0.00
Ground Transportation ie: taxis and car rental	4254	N/A	1560200000	0.00	0.00	0.00
Ground Transportation ie: taxis and car rental *Foreign Transactions- NO TAX*	4254	N/A	N/A	0.00	0.00	0.00
Per Diem (See Bus. Expense Policy) 7 days @ \$65/day	4255	N/A	1560200000	0.00	0.00	0.00
Other (Please specify)	N/A	N/A	N/A	0.00	0.00	0.00
Training	4310			0.00		0.00
TOTAL EXPENSES						\$175.43

Less: Advances & Prepayments: *Mandatory if applicable	SAP Document Number / <u>1200025424</u> Pcard Log not yet received <u>See email</u> Pcard transaction Number:					
Registration Fees	TBD	SE0004 PCARD-Robert Kerr	1560200000	155.25	20.18	-175.43
Air Travel				0.00		0.00
Advances (Conf/Sem)	4250			0.00		0.00
Advances (Bus. Travel)	4204			0.00	0.00	0.00
Total Advances & Prepayment Amount**						-175.43
TOTAL PAYABLE TO INDIVIDUAL/CITY						\$0.00

Employee Name: Robert Kerr	Authorized by: Patrick Tolun
Title: Supervisor Programming	Title: Director
Date: [Redacted]	Date: <u>July 4 - 19</u>
Telephone: [Redacted]	Telephone: [Redacted]
Signature: [Redacted]	Signature: [Redacted]

****This form may not be altered in any manner. All mandatory fields must be completed and filled in electronically. Incomplete forms will be returned to the originator for corrections prior to being processed for payment. Hand written forms will not be accepted and will be returned to the division.**

Important note: Employees seeking reimbursement and program administration staff are responsible for blacking out or severing the full credit card numbers and/or non-business phone numbers that may appear on original receipts before sending to Accounts Payable

Invoice

Date: 05/06/2019
Order No: O-02029654

Bill To: Robert Kerr
14th Floor , 55 John St
Toronto, ON M5V 3C6

Event Name: Canadian Music Week 2019
Event Date : 05/06/2019 09:00 AM
Event Location: Sheraton Centre Toronto Hotel

Invoice #	Payment Method	Paid on	Charged Amount
O-02029654	Credit Card	05/06/2019	C \$175.43

Description	Quantity	Unit Price	Line Total
Explorer+ VIP Festival Wristband Onsite	1	\$ 150.00	C \$150.00

Subtotal: C \$ 150.00

Tax: C \$ 20.18

Fee: C \$ 5.25

TOTAL: C \$ 175.43

Amount Paid: C \$ 175.43

Amount Due: C \$ 0.00

Attendee Details

Ticket ID	Ticket Name	First Name	Last Name	Company
TKT-11629346	Explorer+ VIP Festival Wristband Onsite	Robert	Kerr	

REPORT ON CONFERENCE

Robert Kerr

Employee Name: _____
Division: Economic Development and Culture
Date Submitted: December 3, 2018
Name of Conference: Canadian Music Week (CMW) conference & showcase
Location: Toronto
Date(s) Attended: May 6 – 12, 2019

Describe the benefits from attending the Conference (including any benefits to you and to the City):

Attending the CMW conference and live music showcases was very worthwhile. I participated in multiple discussions & information sessions exploring current best practices and industry intelligence related to the music industry overall, with a particular focus on live music. Conference highlights included sessions on the use of augmented reality and virtual reality in live events, the future of technology at live events, Indigenous artists' panel, and industry trends forecasted by Warner Music Group.

The opportunity to renew existing industry and network contacts through face-to-face conversations and meetings, and make many new contacts was invaluable. Personal relationships with artists, managers, agents, event programmers, venue managers, record producers, funders and music industry service organizations are critical to the success of my work for the City; attending CMW delivered on this account and will provide returns for City Cultural Events. I also raised awareness and appreciation for the City's program of cultural events among Canadian & international delegates, which can lead to greater collaboration in years ahead.

By attending over 20 showcase events I was able to further enhance my knowledge of Canadian and international artists through direct experience of their performances. I discovered new artists and caught up with current live shows by artists I have worked with before. Several of these performances have great potential for the music and performing arts content of our upcoming Cavalcade _____ day weekend events.

Employee's sign: _____ **Date:** June 5, 2019

Approved by (please print): Michael H. Williams
Division Head or Designate

Signature: _____ **Date:** JUN 11 2019
(Michael H. Williams, GM EDC)

Note: Please complete this form within 10 days after attending the conference.

Request for Authorization

Attendance at Conferences/Seminars, Training and Business Travel

This form should be completed and the necessary approvals obtained at least 10 business days in advance of undertaking any training, business travel, and/or attending any conference/seminar.
The \$3,500 limit does not apply to training. Please refer to the completion guidelines of this form and all related policies.

Conference Seminar Training Business Travel

Name:	Robert Kerr		
Division:	Economic Development & Culture		
Work Address:	City Hall - 100 Queen Street West - 6th Floor West Tower		
Name of Conference/Seminar/Training:	Canadian Music Week		
	Within GTA <input checked="" type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>
Destination:	Toronto, ON		
Start Date:	06-May-19	End Date:	12-May-19
Are breakfast, lunch and/or dinner meals provided by the Sponsor? Please specify: (Meals will be deducted from per Diem as stated in Business Exp Policy)			
No			
Purpose: Use space provided below for full description			
City Cultural Events requests that Robert Kerr (Programming Supervisor) attend the 2019 Canadian Music Week (CMW) conference and showcases taking place in Toronto May 6 - 12, 2019. Participation will enhance Robert's professional development, increase CCE intelligence, and result in programmatic and financial benefits for multiple City-produced events, namely Cavalcade of Lights, New Year's Eve @ Nathan Phillips Square, Indigenous Arts Festival, and Doors Open Toronto. A full briefing note with details is attached.			

ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)

*Use Exchange rate(s):	1 unit local currency =	\$ _____ CAD		
	1 unit local currency =	\$ _____	Foreign Currency*	Canadian\$ (incl.tax)
	1 unit local currency =	\$ _____		
Registration Fees: (Conference/Seminar/Training)				0
Accommodation: (Standard Single Room)				
Number of Days: N/A X		/day incl. taxes		0
Travel Method:				
N/A <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/>				
Personal Vehicle: km X \$0. CAD/km				0
Ground transportation: (including car rental, to/from airports) Specify estimates:				
N/A				0
Sundry Expenses: (See Business Expense Policy, Meals provided are deducted)				
Number of Days: X CAD				0
Sub-Total Estimated Costs:				
- Other Business Meeting expenses outside of Conference costs, please specify: Admission fees for feature concert showcases not covered by conference registration				\$250
TOTAL ESTIMATED COST:				\$250

Cost Centre/ WBS Element to be charged: SE0004

Functional Area: [Redacted]

I certify that all estimates are reasonable and correct.

Signature of Employee: [Redacted Signature]

Mar 19/19
(date)

I have confirmed that approved funds are available for this purpose:

Approval for Proposed Expense

Division Head or Mike Williams (print name) [Redacted Signature] (signature) MAR 27 2019 (date)

Deputy City Manager: (print name) (signature) (date)

City Manager/Mayor: (print name) (signature) (date)

Committee & Report No. (if applicable) (date)

Mike Williams
General Manager
Economic Development & CultureToronto City Hall, 9th Floor, ET
100 Queen Street West
Toronto, Ontario M5H 2N2

TO: Michael H. Williams

FROM: Sally Han

DATE: March 19, 2019

RE: Request for authorization – for Robert Kerr to attend Canadian Music Week (CMW) conference & showcase in Toronto May 6 – 12, 2019.

ACTION:

- City Cultural Events requests that Robert Kerr (Programming Supervisor) attend the CMW conference & showcases to gain current strategic and programmatic intelligence for the benefit of City of Toronto produced programs; to collaborate with peer programmers in developing tour offers for key artists the City could not otherwise acquire (leveraging City event budgets and saving thousands of dollars in the process); and to promote the City of Toronto's cultural events activity to key industry contacts – keeping City events top of mind and under consideration for current artistic content aligned with City priorities. Being in the room and at the table is the most effective and efficient way to achieve these objectives. Enclosed are Request for Authorization forms for Robert Kerr.
- CANADIAN MUSIC WEEK, May 6 – 12, 2019 is recognized as one of the premier entertainment events in North America focusing on the business of music. The Canadian Music Week festival spans 5 nights of performances, over 800 showcasing bands at more than 40 live music venues in downtown Toronto.
- Attending the CMW festival showcases and conference sessions provides an extraordinary opportunity to participate in the most current discussions shaping the global presentation of music, foster valuable industry and network contacts, and experience dozens of performances by emerging and buzz-worthy local, national & international artists across culturally and stylistically diverse music genres.
- Music/Music City will be the thematic focus for Doors Open Toronto 2020. Robert is programming lead for DOT 2020 & 2021.
- Cavalcade of Lights, New Year's Eve @ Nathan Phillips Square, and the Indigenous Arts Festival are major City-produced events that rely on current and compelling regional and national live music and performing arts content for success. Robert is programming lead for Cavalcade & NYE, and programming advisor for IAF.

ISSUE / BACKGROUND:

- CMW is Canada's leading music industry event. The 2019 conference provides excellent networking opportunities and strong panel sessions on timely subjects. The festival component showcases a broad cross-section of live music from the GTA, Canada & the world. An excellent opportunity to advance our work, increase awareness of CCE events within the music & events industry, connect with leading industry personnel, stay on top of current trends & developments in live events, and research a lot of talent.
- The conference takes place at the Sheraton Centre Toronto Hotel. Festival showcase events take place at various venues around Toronto.
- Activities during this conference will include:
 - Research and evaluation of artists for inclusion in major City events (Cavalcade of Lights, NYE, Indigenous Arts Festival, and Doors Open Toronto)
 - Meetings with artists & reps to discuss potential projects for City programs
 - Networking with key national & international music industry personnel
 - Attending professional development presentations, keynotes and plenary sessions
- Select Music Summit Sessions:
 - Technology and the Future of Live Events
 - Community & Audience Development: The Future of Influence and Engagement
 - The Intersection Between Nighttime Economy and Music Strategies
 - Inclusivity, Equity and Diversity in the context of a Music City
 - Creating a Healthier and Safe Music Community
 - Creating Space: How Venues, Promoters and Festivals Can Provide Opportunities For Inclusive Programming and Why It's Financially Viable
 - Indigenous Trailblazers
- Robert has extensive experience programming and producing major music and performing arts events, including the City of Toronto's Canada 150 Celebrations, Cavalcade of Lights, NYE @ Nathan Phillips Square, Indigenous Arts Festival, Vancouver 2010 Cultural Olympiad, Vancouver 125, Vancouver International Jazz Festival, etc.

KEY MESSAGES:

- Attending CMW is a very productive and cost-efficient means for City staff to connect with key personnel, intelligence, opportunities & networks across the national music industry.
- Attendance will expand programming options and create cost savings for City events.

FINANCIAL IMPLICATION:

- This Request for Authorization for business travel has a monetary value of **\$250 CAD**. (Admission fees for feature concert showcases not covered by conference registration. Conference & showcase registration available through Music Office sponsorship of CMW)

Prepared by: Robert Kerr
Circulated to: Joe Sellors, Sally Han, Mike Williams