CONGRESS 2017 PLANNING MEETING

Thursday, September 29, 2016

Ryerson University
The Federation for the Humanities and Social Sciences organizes Canada’s largest annual gathering of academics:

The 86th Congress of the Humanities and Social Sciences

Ryerson University is hosting Congress 2017
INTRODUCTIONS

Jean-Marc Mangin
Executive Director
Federation for the Humanities and Social Sciences
INTRODUCTIONS

Pamela Sugiman
Dean of Arts
Ryerson University
Patrizia Albanese
Interdisciplinary Programming Chair

Ryerson University

Congress of the Humanities and Social Sciences 2017
INTRODUCTIONS

Marco Fiola
Academic Convenor
Congress 2017
Ryerson University
Sharmaine McKenzie
Operations Lead

Ryerson University

Congress of the Humanities and Social Sciences 2017
Meg MacLean
Planning and Volunteer Coordinator

Ryerson University

Congress of the Humanities and Social Sciences 2017
Zehra Shah
Event Assistant

Ryerson University

Congress of the Humanities and Social Sciences 2017
Julia Macan
Logistics Coordinator
Ryerson University
Congress of the Humanities and Social Sciences 2017
Ann Miller
Director, Corporate and Congress Services
Federation for the Humanities and Social Sciences
THE FEDERATION

Gauri Sreenivasan
Director, Policy and
Programs

Federation for the Humanities
and Social Sciences
Nicola Katz
Manager of Communications
Federation for the Humanities and Social Sciences
Donna Lelièvre
Congress Administrative Officer and Congress Registrar

Federation for the Humanities and Social Sciences
Lindsay DenBoer
Event Planner
Federation for the Humanities and Social Sciences
Ashley Craven
Event Planner

Federation for the Humanities and Social Sciences
THE FEDERATION

Terry D’Angelo
Manager of Congress and Events
Federation for the Humanities and Social Sciences
<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Service</th>
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<tbody>
<tr>
<td>Heather Willis</td>
<td>Accessibility</td>
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<tr>
<td>Mike MacDonald</td>
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<tr>
<td>Mourad Michael</td>
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<td>Sean Kearns</td>
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<td>Catherine Moher</td>
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<td>Kim Watts</td>
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<td>Mike Stewart</td>
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<td>Garth Poppleton</td>
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<td>Greg Fiorido</td>
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<td>Geetha Ramasamy</td>
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<td>Malcolm Alphonso</td>
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<tr>
<td>Chef Roderick Gruffydd</td>
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<td>Rory Gallagher</td>
<td>Food Services and Catering</td>
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<tr>
<td>Silvana Babikian</td>
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<td>Dan Berger</td>
<td>Mattamy</td>
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<td>Stefania Simonetta</td>
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<td>Ian Crookshank</td>
<td>On-campus accommodation</td>
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<td>Tony Conte</td>
<td>Operations Lead, Co-chair</td>
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<tr>
<td>Kelly Abraham</td>
<td>Printing and Bookstore</td>
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<td>Daniel Paquette</td>
<td>Security</td>
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<td>Gill D’Agostino</td>
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<tr>
<td>Sandra Kerr</td>
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<tr>
<td>Adam Anthony</td>
<td>Wayfinding and Signage</td>
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<td>Kerri Bailey</td>
<td>Wayfinding and Signage</td>
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</table>
We would like to welcome representatives from:

University of Regina
Host of Congress 2018
May 26 to June 1, 2018

- Dr. Andre Magnan - Academic Convenor
- Patty Niebergall - Project Manager
- Dr. Tom Chase - Provost
LET’S GET STARTED...
THE PLANNING GUIDE
If you need help along the way, contact organizers@ideas-idees.ca.
Your success is our goal!
“From Far & Wide: The Next 150”
WHY YOU ARE HERE

Program Chairs
→ “PCs”

Local Arrangement Coordinators
→ “LACs”
PCs AND LACs

- Reviewing weekly emails
- Planning and logistics
- Communicating to your members on Congress details
  - Planning and promoting programs
  - Completing all tasks by the deadlines
- Participating in the monthly *Countdown to Congress* meetings
- Providing feedback on the post Congress survey
  - Reviewing all invoices post Congress
DEADLINES AND ACTION ITEMS
You were handed an envelope when you arrived. It contains your Association Data Overview.

- It contains your association’s administrative details and data from the last three years (2014, 2015, 2016)
- Total number of registrations per year (including how many registered onsite)
- Revenue and logistics expenses (catering, audio-visual etc.)
- Your conference fees and registration categories
- The number of room requests made
- Contact names of past PCs and LACs for your association
grasp your data
### Your association’s registrations | Les inscriptions de votre association

<table>
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<tr>
<th></th>
<th>Congress</th>
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<td></td>
<td>2014</td>
<td>2015</td>
<td>2016</td>
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<td><strong>Pre-Congress registrations</strong>*</td>
<td>243</td>
<td>256</td>
<td>299</td>
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<td><strong>Inscriptions avant le Congrès</strong></td>
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<td><strong>Onsite registrations</strong></td>
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<td><strong>Inscriptions sur place</strong></td>
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<td><strong>Total registrations</strong></td>
<td>275</td>
<td>289</td>
<td>332</td>
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<td><strong>Total des inscriptions</strong></td>
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Your association’s finances | Les finances de votre association

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<td>Très petit (0-19)</td>
<td>Small</td>
<td>Petit (20-49)</td>
<td>Medium</td>
<td>Moyen (50-99)</td>
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<td>2014 Sat Sun Mon Tues Wed Thu Fri</td>
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<td>2015 Sat Sun Mon Tues Wed Thu Fri</td>
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YOUR DATA
Organizers Portal
www.congress2017.ca/organizers
Organizers Tools

- Tasks & forms
- Request System
- Countdown meetings
- Branding & logos
- Program & events
- Reference documents
ORGANIZERS PORTAL

- Access the Congress Request System
- Downloadable tools: guides, forms, Congress logos, catering and audio visual menus, tip sheets
- Review the planning cycle and key Dates
- Details on the *Countdown to Congress* meeting
- Find links to programming and amenities
- Download an electronic version of the *Planning Guide*
- Watch the Planning Meeting video to review items discussed
CONGRESS REQUEST SYSTEM

- Web-based software that consolidates all of your requests for Congress in one place
- It is a REQUEST system
- Both Federation and university have access to view and process your requests
- It does not keep any data from previous congresses
The Congress team at Ryerson University and the Federation will not be able to support your conference events if your requests have not been made through the Congress Request System.

In order to deliver services to your associations, requirements must be listed in the Congress Request System.

It is where, how and the only way all of your requests and requirements should be listed and identified.
Through the Congress Request System, you can:

1. Set your association’s conference fees
2. Identify your association’s signing authorities
3. Apply for International Keynote Speaker Support Fund
4. Apply for Aid for Interdisciplinary Sessions Fund
5. Hire an association assistant
6. Book your association greeting table
7. Request your complimentary passes
8. Request meeting spaces
9. View your room allocations
10. Request audio-visual equipment
11. Request catering
12. Download summary reports for all your room, catering and AV requests
13. Review the total costs for your catering and AV requests
14. View the list of registered attendees for your association’s conference
Edit your profile details by updating your contact information.

**Edit Profile**

- **First Name:** Test
- **Last Name:** Account
- **E-mail:** webadmin@ideas-idees.ca
- **Telephone:** 6132386112

**Association Information**
- Test Association (TEST)
- Association number: 99999

Questions or concerns? Please contact organizers@ideas-idees.ca.
CONGRESS REQUEST SYSTEM

- Click on any form to complete
- Green arrow shows a submitted form
- Orange box shows saved form (but not submitted)
- Last forms in the list are links to external web forms

Forms
- Association conference fees
- Association Signing Authority
- International Keynote Speaker Support Fund
- Aid for Interdisciplinary Sessions Fund
- Hire an Association Assistant
- Association Greeting Table
- Complimentary passes
- Open Event Listing
CONGRESS REQUEST SYSTEM

• Form fields on the left
• Step-by-step instructions on the right
• Download PDF instructions
• Deadline and links to Planning Guide also available
Rooms, Catering & AV requests are accessed from their own section

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<th>ID</th>
<th>Allocated room</th>
<th>Event Name</th>
<th>Date</th>
<th>Start</th>
<th>End</th>
<th>Cost</th>
<th>Quantity</th>
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<td>Test Event #1</td>
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<td>8:30</td>
<td>$384.44</td>
<td>1</td>
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Expected attendance: 1
Room capacity: 50
Contact person: Test Account
Phone: 6132386112
E-mail: webadmin@ideas-idees.ca

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<td>6259</td>
<td>Continental</td>
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<td>17149</td>
<td>Laptop computer</td>
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<td>Total</td>
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<table>
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<th>ID</th>
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<th>Date</th>
<th>Start</th>
<th>End</th>
<th>Cost</th>
<th>Quantity</th>
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<td>$0.00</td>
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Total $384.44
Room Requests

• enter as much detail as possible

• some information is only to help the university allocate the best room, and not final requirements
• Room request form also includes catering & AV forms, and a summary box
• Menu available in bottom right of both catering & AV forms
CONGRESS REQUEST SYSTEM

- Click on any report name to download
- Data exported into an Excel document
To access the system, go to the Organizers Portal at www.congress2017.ca/organizers and click on the Congress Request System badge.

An email will be sent on September 30th with your username and password.
WEEKLY EMAILS

- Emails are sent every Thursday
- Goes to All PCs, LACs and other association representatives
- Reminds of upcoming deadlines, meetings, calls
- Includes valuable information on programming that should be highlighted and passed on to your members

“ I really liked the e-mails... It helped make the process seem not so overwhelming and kept us accountable for getting everything done in a timely manner. ”

(source: Congress 2016 organizers survey)
WEEKLY EMAILS

organizers@ideas-idees.ca  congress@ideas-idees.ca  congres@ideas-idees.ca
COUNTDOWN TO CONGRESS MEETINGS

- Monthly 1 hour meetings on campus, during the lunch hour
- Opportunity for LACs, PCS and association representatives to meet.
- Share ideas and ask questions with peers and with members of the university and Federation Congress team
- Not from Toronto? Can’t attend in person? No problem. You can still call in to participate. Details on location and teleconference access will be sent as part of the weekly emails.
Discussion topics – vary from month to month, can include:

✓ How to promote your conference
✓ Upcoming deadlines and tasks
✓ What Congress events are being planned
✓ Best practices for putting together a conference program
✓ How to properly request rooms, catering and audio visual needs
✓ Funding applications (International Keynote Speaker Support Fund and Aid for Interdisciplinary Sessions Fund)
COUNTDOWN TO CONGRESS MEETINGS

Thursday, October 6, 2016 | 12:00 pm EST
Thursday, November 3, 2016 | 12:00 pm EST
Thursday, December 1, 2016 | 12:00 pm EST
Thursday, January 12, 2017 | 12:00 pm EST
Thursday, February 9, 2017 | 12:00 pm EST
Thursday, March 9, 2017 | 12:00 pm EST
Thursday, April 6, 2017 | 12:00 pm EST
Thursday, May 4, 2017 | 12:00 pm EST

These meetings generally run for one hour and are organized on campus so that local association organizers can participate. Teleconference systems are made available for those who can’t attend in person and can still call-in to participate.
“The [...] monthly planning meetings really made the whole planning process quite smooth.”

(source: Congress 2016 organizers survey)
• Association canadienne d'études francophones du XIXe siècle (ACÉF XIX #276)
• Association des professeur.e.s de français des universités et collèges canadiens (APFUCC #21)
• Association for Canadian and Québec Literatures (ACQL #7)
• Association for Canadian Jewish Studies (ACJS #34)
• Association for Nonprofit and Social Economy Research (ANSER #300)
• Association for the Advancement of Scandinavian Studies in Canada (AASSC #201)
• Association of Canadian College and University Teachers of English (ACCUTE #19)
• Bibliographical Society of Canada (BSC #238)
• Canadian Applied Literature Association (CALA #251)
• Canadian Association for Commonwealth Literature and Language Studies (CACLALS #12)
• Canadian Association for Information Science (CAIS #68)
• Canadian Association for Social Work Education (CASWE #57)
ASSOCIATIONS

- Canadian Association for Studies in Co-operation (CASC #92)
- Canadian Association for the Advancement of Netherlandic Studies (CAANS #43)
- Canadian Association for the Study of Adult Education (CASAE #217)
- Canadian Association for the Study of Book Culture (CASBC #295)
- Canadian Association for the Study of Discourse and Writing (CASDW #215)
- Canadian Association for the Study of International Development (CASID #225)
- Canadian Association for Translation Studies (CATS #240)
- Canadian Association for Work and Labour Studies (CAWLS #305)
- Canadian Association of African Studies (CAAS #75)
- Canadian Association of Applied Linguistics (CAAL #256)
- Canadian Association of Chairs of English (CACE #207)
- Canadian Association of Food Studies (CAFS #297)
ASSOCIATIONS

- Canadian Association of Hispanists (CAH #24)
- Canadian Association of Learned Journals (CALJ #98)
- Canadian Association of Professional Academic Librarians (CAPAL #304)
- Canadian Association of Slavists (CAS #56)
- Canadian Association of University Teachers of German (CAUTG #23)
- Canadian Catholic Historical Association (CCHA #8)
- Canadian Communication Association (CCA #105)
- Canadian Comparative Literature Association (CCLA #38)
- Canadian Disability Studies Association (CDSA #293)
- Canadian Evangelical Theological Association (CETA #246)
- Canadian Game Studies Association (CGSA #299)
- Canadian Historical Association (CHA #26)
ASSOCIATIONS

• Canadian Industrial Relations Association (CIRA #31)
• Canadian Jacques Maritain Association (CJMA #257)
• Canadian Linguistic Association (CLA #37)
• Canadian Peace Research Association (CPRA #46)
• Canadian Philosophical Association (CPA #47)
• Canadian Political Science Association (CPSA #48)
• Canadian Population Society (CPS #49)
• Canadian Society for Aesthetics (CSA #231)
• Canadian Society for Digital Humanities (CSDH #255)
• Canadian Society for Renaissance Studies (CSRS #51)
• Canadian Society for the History and Philosophy of Mathematics (CSHPM #39)
• Canadian Society for the History and Philosophy of Science (CSHPS #25)
ASSOCIATIONS

- Canadian Society for the History of Medicine (CSHM #70)
- Canadian Society for the Study of Education (CSSE #15)
- Canadian Society for the Study of Higher Education (CSSHE #16)
- Canadian Society for the Study of Names (CSSN #42)
- Canadian Society for the Study of Practical Ethics (CSSPE #53)
- Canadian Society for the Study of Religion (CSSR #50)
- Canadian Society for the Study of Rhetoric (CSSR #111)
- Canadian Society of Biblical Studies (CSBS #6)
- Canadian Society of Church History (CSCH #9)
- Canadian Society of Medievalists (CSM #249)
- Canadian Society of Patristic Studies (CSPS #45)
- Canadian Sociological Association (CSA #59)
ASSOCIATIONS

- Canadian Theological Society (CTS #65)
- Environmental Studies Association of Canada (ESAC #259)
- Film Studies Association of Canada (FSAC #242)
- Finno-Ugric Studies Association of Canada (FUSAC #211)
- Folklore Studies Association of Canada (FSAC #20)
- Hungarian Studies Association of Canada (HSAC #210)
- Sexuality Studies Association (SSA #303)
- Society for Existential and Phenomenological Theory and Culture (EPTC #239)
- Society for Socialist Studies (SSS #58)
- Women's and Gender Studies et Recherches Féministes (WGSRF #96)
✓ 70 Associations at Congress 2017

✓ Estimated 9,000 attendees

✓ Check your association conference dates – are they correct? If not, we need to know!

✓ Check the date for your President’s Reception – include it in your program
Each association has their own account

The Federation collects conference fees on behalf of your association

All Congress expenses are tracked to your account

Off-campus services/venues cannot be charged to your account

After Congress, once invoices are received from the university, the Federation will compile your expenses and revenues and will send you a statement
ASSOCIATION SIGNING AUTHORITY

Your account signing authority:

• Only the individuals that you identify on the Association Signing Authority Form in the Congress Request System will be given authority to charge to your association’s account for the purpose of Congress

• Items such as catering costs, rental of audio visual equipment, photocopying and printing, services, bar services and contractor help.
Registration fees are broken down into two components: association conference fees and the Congress fees.

The payment of both fees is mandatory for all attendees, of associations including speakers, presenters, panelists, administration, management, organizers and those chairing or attending a session.
Everyone must register through the Congress Registration System for the specific association in which they are participating.

This includes any association affiliate or sub groups that are meeting under your association umbrella.
The Federation reserves the right to charge associations the Congress registration fees for any of their attendees (including speakers, presenters, panelists, administrators, managers, organizers and those chairing or attending a session) who attend sessions and fail to register.
Every year non-registered Congress attendees cause a significant loss of revenue that can result in increased registration fees overall.

Please let you members know that by not paying their registration fees they withhold much-needed funds from their own association.
Official Congress name badges will show who has registered (and paid) for your association’s conference.

John Smith
University of Victoria

Jane Doe
University of Victoria

REGISTERED

NOT REGISTERED
• Each association is responsible for setting their association conference fees

• You are encouraged to keep your conference fee structure simple (see section 2.3.1.1 – page 11)

• Your association fees for Congress need to be established and then submitted through the Congress Request System by **October 14**
To help determine your fees, you can review the Association Data Overview document to compare registration numbers from previous years against the revenue and expenses.

Also provided are the fees your association charged for the past three years.
When setting your fees, ensure that all costs are covered in your association’s Congress budget:

- Catering
- Audio-visual charges
- Banquets
- Speaker costs
- Special events, off site venues
- Program printing costs
Registration fees cannot be changed nor functions added once registration opens in January.
The use of other commercial, external registration systems or sign-up programs is prohibited.

The only exception is the use of “call for paper” or similar software which associations use in managing program requirements.
Your association’s conference fees do not include your association’s membership fees.

The Congress Registration System is not connected to any association’s membership system.

It is the association’s responsibility to review their Congress registration lists to verify membership status.
Congress fees for Congress 2017 are set by the Federation and will be confirmed by mid-November. Associations will be notified through the weekly Congress email.
Registration opens early January
REGISTRATION

EARLY BIRD DISCOUNT

March 31
Highest volume of traffic on the Congress website takes place during the registration launch in January.

Encourage online registration with your members, it’s fast, safe and secure.
WHO HAS REGISTERED?

• Through the Congress Request System, you can log in and keep track of your attendees to see who have registered once registration opens early January.

• Reports are available to download.

• Remember - the Congress Registration System is NOT connected to any association data bases and cannot verify membership status.
COMPLIMENTARY PASSES

• Member associations of the Federation receive complimentary registrations for a limited number of people.

• The number of passes granted to each member association is based on the number of registered attendees at previous Congress.

• Each association has the discretion to allocate the complimentary registrations as they see fit. Associations have in the past applied their allotment to invited guests, speakers, PCs/LACs, Presidents, Administrators or other organizers etc.
• Complimentary Pass Form is located in the Congress Request System.

• Deadline for submission is February 24.

• Attendees being allocated one of your passes should be told not to register.

• Once the form is submitted their registrations will be processed manually and they will receive confirmation.
Consult the Congress 2017 website for information and links to Citizenship and Immigration Canada.

The email confirmation which attendees receive from the Federation is automatically generated and does not represent an invitation to attend Congress for visa purposes.
If you are expecting several international attendees, you can register your own association conference with Citizenship and Immigration Canada – Special events.

Once registered, CIC’s Special Events Unit will provide you with valuable information and support, free of charge.

The Federation does not issue letters of invitation and cannot assist with this process.
Canadian associations/companies are responsible for their international speakers and must write a letter of invitation when they host business visitors from abroad. Details and the requirements for the letters of invitation are available on the Citizenship and Immigration Canada website. www.gic.ca.english./visit/business-letter.asp
REQUESTING MEETING SPACE
REQUESTING MEETING SPACE

- Associations are responsible for submitting a room request for each meeting space on each day that your association requires on campus by November 10.

- This includes space(s) for plenary sessions, executive meetings, board meetings, breakouts, workshops, receptions, banquets, poster sessions, evening events and other occasions taking place on campus.
REQUESTING MEETING SPACE

- Room requests are NOT automatically created based on your confirmed attendance dates and historical information on what your association used or requested from previous congresses is not transferable and not carried over from previous years.

- Confirmation of your association dates as listed on pages 9 and 10 of the Planning Guide, is not intended to confirm that space is booked for your association.
Every effort is made to accommodate specific and special requests – however there is no guarantee that an association will receive specific rooms, spaces or locations on campus.

Factors such as existing infrastructure and efficient use of campus space are considered when assigning rooms.
REQUESTING MEETING SPACE

The Congress team at Ryerson University and the Federation will not be able to support your conference events if your requests have not been made through the Congress Request System.

It is where, how and the only way all of your requests and requirements should be listed and identified.

In order to deliver services to your associations, requirements must be listed in the Congress Request System.
As of tomorrow – Friday September 30
you can start submitting your request for
meeting rooms and other spaces on campus
through the Congress Request System.

All requests for space must be completed by
November 10.
REQUESTING MEETING SPACE

Check out Page 15 of the Planning Guide
REQUESTING MEETING SPACE

- Room allocations will be confirmed through the Congress Request System by **February 13**.

- Once you have confirmation of your room allocations, it is recommended that someone from your association physically visit the rooms so that you can see the layout, size and set up options before you request audio visual and any additional furnishings.

- Reminder that a number of reports from the Congress Request System are available for download.
As of February 24 you are responsible for submitting requests for audio-visual and miscellaneous equipment that your association will require.

Includes equipment that is already built into the classroom as well as any special equipment that needs to be brought in.
If you plan to use any computer or audio visual equipment that happens to be built in to the room (not including existing desks, chairs, blackboards) you must still order the audio-visual equipment through the Congress Request System.

IF YOU DO NOT REQUEST IT, THE EQUIPMENT WILL BE LOCKED FROM USE
Audio-visual prices will be posted as soon as they are available.
Catering prices will be posted as soon as they are available
As of February 24 you will have the opportunity to place requests for food and beverage through the Congress Request System.
CATERING

Check out Page 17 of the Planning Guide
ASSOCIATION GREETING TABLE
A greeting table is situated near the main meeting space(s) for your association.

They can be used to distribute your program and other materials as well as a location for your members to connect.

For reporters and journalists to find information about your association.
ASSOCIATION GREETING TABLE

You Have To ASK!

Meet the Staff
Through the Congress Request System you can hire help

The Federation facilitates this hiring process

Rate is $12.00 per hour

The costs will be deducted from your association account after Congress

You can hire multiple assistants
Association Assistants can help to:

- Staff your association greeting table
- Respond to inquiries from your association’s attendees
- Direct registered attendees to your events
- Direct catering deliveries
- Be available to sign for catering deliveries
- Assist on pre-conference set up days with printing and collation of handouts, etc.
During Congress we refer to your program to help your attendees find your association meetings and greeting table.
• It is important for you to know ahead of time the specific needs of your members that are planning to attend.

• If you require accessible rooms – make sure you identify this in the Congress Request System before **November 10**.

• It is important to know the accessibility level of your meeting spaces and conference materials. Once your rooms are assigned – check them out!
The university will work with you to provide resources to meet these requests as their accessibility inventory allows.

Should something be required to meet a request from one of your members, which the university does not normally provide, it is expected that the association and the university will work together on a cost-sharing basis.
MAKING YOUR MEETING ACCESSIBLE

Check out Page 20 of the Planning Guide
When you arrive on site at Congress....

Visit the Solutions Desk in the registration area of the Congress Hub, located in the Mattamy Athletic Centre and identify yourself as a PC or LAC.
An organizers package will be ready for you and include information for managing your conference on site, including the telephone number of the Congress 2017 helpline.
“The [Information Centre] help line was responsive and swift when we had problems on site during Congress.”

(source: Congress 2016 organizers survey)
Contact the university for assistance and direction to make sure you are shipping to the correct location for Congress.
PROGRAMMING AND PROMOTIONS

Promoting your event,
ASSOCIATION MAILING LISTS

• Submit your association mailing list (a template will be provided)
ASSOCIATION MAILING LISTS

Privacy is respected – sole purpose is to distribute information regarding Congress 2017 such as:

✓ Which associations are coming to Congress
✓ How to register
✓ Keynote speakers and other events that are of interest to all attendees
✓ Local tourist attractions
✓ Travel and accommodations information
Association Conference Details Form:

- Used to gather information that will be published on each association page on the Congress 2017 website.

- Association pages are high traffic areas (over 14,000 people visit them between January and June each year).
### Program mock-up:

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Programming example*</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30-10:00</td>
<td>Session 1</td>
<td>Joint plenary session with another association</td>
</tr>
<tr>
<td>10:00-10:30</td>
<td>Break 1</td>
<td>Coffee &amp; networking</td>
</tr>
<tr>
<td>10:30-12:00</td>
<td>Session 2</td>
<td>Congruent sessions (workshops, roundtables, paper presentations, etc.)</td>
</tr>
<tr>
<td>12:00-13:30</td>
<td>Lunch</td>
<td>Networking &amp; Congress programming <em>(Big Thinking)</em></td>
</tr>
<tr>
<td>13:30-15:00</td>
<td>Session 3</td>
<td>Congruent sessions (workshops, roundtables, paper presentations, etc.)</td>
</tr>
<tr>
<td>15:00-15:30</td>
<td>Break 2</td>
<td>Coffee &amp; networking</td>
</tr>
<tr>
<td>15:30-17:00</td>
<td>Session 4</td>
<td>Plenary session (keynote speaker)</td>
</tr>
<tr>
<td>17:00-17:30</td>
<td>Break 3</td>
<td>Networking</td>
</tr>
<tr>
<td>17:30 +</td>
<td>Special Events</td>
<td>Joint sessions, AGMs, receptions, open events etc.</td>
</tr>
</tbody>
</table>

*Please note: the programming elements listed above are just examples; session types are interchangeable.
ASSOCIATION PROGRAM TIP SHEET

Scheduling tips:

Start regular conference programming at 8:30 and end at 17:00.

✓ **Tip:** try to use consistent programming timeslots for each day of your conference.
✓ **Tip:** host special events and receptions in the evening, starting at 17:30.
✓ **Tip:** to allow time for travel, allocate 15 minutes of time between each session.

Schedule at least two coffee breaks per day of your conference.

✓ **Tip:** add extra time to your breaks to allow for networking (half hour or longer).

Leave enough time in your program for a 1.5-hour lunch break.

✓ **Tip:** to allow attendees to check out other events and conferences, avoid scheduling sessions over lunch time.
“One of the advantages of Congress is that it brings together so many disciplines, and all the overlapping meetings/sessions makes it difficult to really take advantage of that.”
(source: Congress 2016 attendee survey)

“I thought the congress programming looked great and wished I would have had more time to attend them. Given limited time, I only attended my association's events.”
(source: Congress 2016 attendee survey)
“A scheduled lunch break was wonderful! No more weighing food against colleague’s presentations to determine which is more important!” (source: Congress 2016 attendee survey)

“[I liked] the chance to meet new people in my discipline. I would have liked more opportunities to meet people outside of my discipline.” (source: Congress 2016 attendee survey)

“It would be really wonderful to have more joint sessions and opportunities for cross disciplinary collaboration and co-creation.”
• Congress attendees, media representatives and scholarly publishers often search conference programs ahead of time in preparation for Congress.

• Ensuring that the Federation has the most up-to-date version of your association’s conference program can greatly enhance the experience of your attendees.
✓ Any association that would like to open one or more of their events to all attendees must complete an Open Event Listing Form for each session.

✓ Great way to attract those Congress attendees that would not normally attend your conference.

✓ Only official participating associations at Congress 2017 as outlined section 2.1 of the Planning Guide are eligible.

✓ Additional fees, separate registration or sign up process cannot be used for these events.
Open events will appear in the online calendar of Congress Events and also in the *Congress Essentials* guide.

*(if submitted by the deadline)*
FUNDING

- International Keynote Speaker Support Fund
  Application deadline: November 18

- Aid for Interdisciplinary Sessions Fund
  Application deadline: January 27

Congress provides [...] invaluable help in financing joint sessions.
(source: Congress 2016 organizers survey)
Apply online at

www.congress2017.ca/organizers

Associations officially participating in Congress 2017 and that are Federation members will be eligible for funding.
- All member associations of the Federation are eligible to make one application per year for the International Keynote Speaker Support Fund.

- Associations can collaborate on more than one international session, but can only be the main applicant for one.

- Submissions often exceed the amount of available funds.

- Post-event report mandatory from all awarded associations.

- Events that receive funding must be open to all Congress attendees and the general public.

- Submission deadline – **November 18**.
- Fund was established to encourage and support interdisciplinarity at Congress.
- Encourage associations to work together and to facilitate dialogue and exchange knowledge.
- All member associations of the Federation are eligible to make one application per year for the Aid to Interdisciplinary Sessions Fund.
- Associations can collaborate on more than one interdisciplinary session, but can only be the main applicant for one.
- Submissions often exceed the amount of available funds.
- Post-event report mandatory from all awarded associations.
- Events that receive funding must be open to all Congress attendees and the general public.
- Submission deadline – January 27.
Congress is a meeting of meetings; a group of over 70 scholarly associations holding their annual conference on one campus, with support from the Federation and host university.

During one week, association members come together, test ideas, give and get feedback on research in progress, and network with peers and partners across disciplines.

The Congress “program” is thus essentially a mosaic of all that is happening on the university campus that week.
Congress programming consists of three main elements:

- Association conferences
- Association open events
- Federation/university/partner events
Association conferences

Access level: association conferences are only open to those who register and pay that association’s conference fee.
Association open events

**Access level:** association open events are open to all registered attendees and/or the general public.
Federation and partner events

Access level: Federation and partner events are open to all registered attendees and the general public.

Federation programming:

Big Thinking lecture series

Career Corner workshops

Congress Expo
Ryerson University programming

**Ryerson 150 Days**

This series is an exciting range of interdisciplinary programming events designed to engage both the public and registered Congress attendees on diverse issues of national and global importance.

**President’s Receptions**

The President’s Receptions are a long-standing Congress tradition and an excellent networking opportunity.

President’s receptions are only open to those who register and pay for Congress.
The following *Big Thinking* speakers are currently confirmed:

- John Ralston Saul
- Wade Davis
- Tracey Lindberg in conversation with Maatalii Okalik
- Aja Monet
- Jocelyn Létourneau in conversation with Andréanne LeBrun
CONGRESS PROGRAMMING

Please allow a 1½ hour break at lunch time for your members to attend *Big Thinking* lectures and include the *Big Thinking* line-up in your association’s conference program and on your website.

The *Big Thinking* lecture series is made possible by the generous support of the host university and series sponsors, not by funds generated through Congress registration fees.
I enjoyed the Big Thinking series, not only because of the high profile speakers help raise the public profile of the humanities and social sciences, but also because the speakers were generally engaging and relevant. (source: Congress 2016 organizers survey)
Ryerson 150 days

- Several events over the course of Congress
- Diverse issues of national and global importance
- Open to all Congress attendees and the general public
- Please include the 150 sessions in your association’s conference program and on your website

www.congress2017.ca/university-programming
Career Corner

- Professional development workshop series
- Graduate students to established faculty
- How to advance your academic career, publish and market research, improve lesson planning and teaching skills, careers outside academia
- Workshops are free and open to all Congress attendees and members of the public.
- Please include the Career Corner sessions in your association’s conference program and on your website

www.congress2017.ca/career-corner
President’s Reception

- Hosted by Ryerson University
- Long standing tradition and a great networking opportunity
- Number of associations come together in one location for your members to mix and mingle both with academics inside and outside their own association.
- To determine the date for your association and to see what other associations will be there, consult section 2.1 of the *Planning Guide*. 
President’s Reception
Sunday, May 28
Monday, May 29
Wednesday, May 31
Thursday, June 1
5:00 pm to 7:00 pm

Please include your President’s Reception date in your association’s conference program

The President’s Receptions are made possible by the generous support of the host university, not by funds generated through Congress registration fees.
Located with Registration and the Information Centre in the Congress Hub in the Mattamy Athletic Centre.

In addition to 50+ scholarly publishers, Expo also hosts dynamic programming, book launches and signing and career presentations.
- Passport game, successfully launched in 2016

- Encourages attendees to visit a certain number of booths for a chance to win great prizes

- Exhibitors want to connect with your members

- Exhibitors may want to sponsor programming, offer your members special promotions, invite them to book launches.
Expo wants to grow! New exhibitor suggestions? Can be a technology that works in academia, academic software/hardware vendors, research centre, think tanks, granting agencies, or a service provider that all of your peers can take advantage of.....

Let us know.... We’ll reach out to them
MEDIA OUTREACH

Why seek media attention around Congress?

• Promote the value of HSS research

• Demonstrate how knowledge translates into freedom and prosperity

• Increase visibility with the broader public
Measuring coverage quality and quantity

- 421 stories in 2016 (76%)
- 73 media outlets
- 119 researchers profiled
- 35 institutions mentioned
- 17 associations represented

2016 media coverage:
- Print & online, 193, 46%
- Online only, 185, 44%
- Radio, 39, 9%
- TV & video, 4, 1%
MEDIA OUTREACH

An appetite for all kinds of Congress news

Top three associations in the media, 2014-2016

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSSR</td>
<td>(30)</td>
<td>WGSRF (40)</td>
<td>CPSA (20)</td>
</tr>
<tr>
<td>CPSA</td>
<td>(15)</td>
<td>SSS (34)</td>
<td>CLSA (18)</td>
</tr>
<tr>
<td>CSA</td>
<td>(15)</td>
<td>CDSA (34)</td>
<td>CPS (13)</td>
</tr>
</tbody>
</table>

Number of associations in the media, 2014-2016

- 2014: 9
- 2015: 12
- 2016: 17
How PCs and LACs can contribute?

✓ Great association programs
✓ Catchy, concise, coherent abstracts
✓ VIPs and high-profile keynotes
✓ Sessions on current affairs
✓ Association media outreach
Congress is social!

- Congress blog
- Facebook
- Twitter
- LinkedIn
- YouTube
- Instagram
Twitter is powerful

- 17,818 tweets in 2016 (↑85%)
- Follow us @ideas_idees
- Use #congressh
- Promote your programming
- Communicate logistics, respond to inquiries
- Use/share handle and hashtag lists
An unparalleled opportunity to profile your membership

✔ Send us great programs
✔ Encourage your members
✔ Keep us in the know
✔ Connect on social media

Remember!
The Federation has reserved a large number of hotel rooms all within close proximity to Ryerson University.

We work hard to provide you with excellent accommodation options at the best prices and amenities, with room blocks that are booked at each location years in advance.

You are encouraged to select an official Congress hotel as it assists in negotiating hotel room rates for future Congresses.

Please share with your members.
The Sheraton Centre Toronto is a preferred Congress Hotel. They have extended an early bird rate of $175.00 before March 15 and $195.00 afterwards. Visit the above link for more details:

www.congress2017.ca/accommodations
By booking at an official Congress hotel, you’ll be staying near other attendees, allowing for more networking opportunities. Accommodations listed on the Congress 2017 website, provide a variety of housing options at different price points. Reservations are processed on a first-come, first-served basis. Availability may be limited at hotels.

www.congress2017.ca/accommodations
NOTE: Neither the Federation nor Ryerson University utilize the services of any housing/accommodation vendor(s). Do not make arrangements with or provide credit card information to any vendor you contacts you directly to offer assistance with booking accommodations.
Details surrounding residence accommodations will posted as soon as they become available.
THANK YOU