Association Participation Guide
for CONGRESS 2019

University of British Columbia
June 1 – June 7, 2019
# Table of Contents

**Introduction** .......................................................................................................................... 3  
  Association participation ........................................................................................................... 3  
  Key dates ................................................................................................................................... 3  

**About Congress** ..................................................................................................................... 4  
  Congress 2019 theme ............................................................................................................... 4  
  Program information ................................................................................................................ 4  

**Roles and organizational structure** ....................................................................................... 5  
  Role of the Federation ............................................................................................................. 5  
  PC and LAC roles and responsibilities ................................................................................... 6  

**Organizers’ tools and resources** ............................................................................................. 7  

**Congress planning cycle** ....................................................................................................... 8  

**Budgeting for association participation** ............................................................................... 9  
  Revenue and registration fees ................................................................................................. 9  
  Expenses ................................................................................................................................... 9  
  Accommodations .................................................................................................................... 10  

**Information and contacts** .................................................................................................... 10
Introduction

This Participation Guide is a quick overview of the planning process for organizing an association’s conference at Congress. Having over 70 association conferences under the Congress umbrella requires that everyone involved follow the same schedule of tasks. This guide will provide some initial information so associations can mark their calendars and prepare over the summer, in advance of receiving the complete Congress 2019 Planning Guide at the Planning Meeting on September 26, 2018, which will include the full set of instructions.

Association participation

In order to participate in the 88th edition of the Congress of the Humanities and Social Sciences taking place at the University of British Columbia, an association must submit the Association Update Form. This form can be found on the Organizers Portal at www.congress2019.ca/organizers, as well as linked in the email invitation to participate at Congress, which will be sent to association presidents.

The participation form is to advise the Federation of:

- Your association’s preferred conference dates, along with 2\textsuperscript{nd} and 3\textsuperscript{rd} options
- Who are your association’s PCs (Program Chairs) and LACs (Local Arrangement Coordinators), and what is their contact information
- Whether there are associations with whom you want your conference dates to overlap
- Any updates to your association’s main contact participants

This form must be completed by June 25, 2018. If you download the form to complete manually, it should be returned by email to organizers@ideas-idees.ca.

Key dates

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 25</td>
<td>Submit the Federation Membership and Congress 2019 Association participation form</td>
</tr>
<tr>
<td>Mid August</td>
<td>Registration opens for Planning Meeting</td>
</tr>
<tr>
<td>September 14</td>
<td>Deadline to register for the Planning Meeting</td>
</tr>
<tr>
<td>September 26</td>
<td>Congress 2019 Planning Meeting in Vancouver</td>
</tr>
</tbody>
</table>
About Congress

Unrivaled in scope and impact, the annual Congress of the Humanities and Social Sciences is the convergence of over 70 scholarly associations, each holding their annual conference under one umbrella. Now in its 88th year, this flagship event is much more than Canada’s largest gathering of scholars across disciplines. Congress brings together academics, researchers, policy-makers, and practitioners to share findings, refine ideas, and build partnerships that will help shape the Canada of tomorrow.

Typically spanning seven days in late May and early June, and attracting an average of 8,000 attendees, Congress is organized by the Federation for the Humanities and Social Sciences and is hosted by a different Canadian university each year. The Federation, the host university, scholarly associations and partners develop a full week of presentations, workshops, panels, public lectures, cultural events and receptions. It also features Canada’s largest academic trade show. The result? Luminaries, researchers, practitioners, policy-makers and students from across Canada and abroad meet, share ideas and engage in discussions of importance to Canada and to the lives of Canadians.

Congress programming is open to attendees, academics and non-academic audiences. From theatre research, literature studies and history to education, sociology and communications, Congress represents a unique showcase of scholarly excellence, creativity and leadership.

Congress 2019 theme
“Circles of Conversation”

With the theme “Circles of Conversation,” Congress 2019 in Vancouver will emphasize the deep, two-way relationships between the university and the communities it serves: local, provincial, national, and global. Particular attention will be focused on productive scholarly relations with Indigenous communities. The University of British Columbia sits on unceded x̱wməθkwəy̓əm (Musqueam) territory and houses the Indian Residential School History and Dialogue Centre.

“Circles of Conversation” will open up space for dialogue, debate, and dissent, and will showcase creative critical engagements — in literature, visual arts, and music — with topics as diverse as sustainability, accessibility, global mobility, health, culture, and, of course, education. Congress 2019 will foster and encourage circles of conversation among scholars, educators, students, political leaders, and activists, so that people can speak with one another, listen, and learn together.

Program information

The Federation and The University of British Columbia are organizing a number of open events during Congress, which will be free for all registered attendees and the general public. These events include the Big Thinking lecture series, Career Corner workshops, Congress Expo and a variety of interdisciplinary sessions and cultural events led by the university. Federation-led and university-led events will be advertised at www.congress2019.ca/program and in the Congress Essentials guide given to all attendees on site. We encourage your association to include some of this programming in your own conference programs when building them.

- **Big Thinking lectures:** This series brings together leading scholars and public figures who present forward-thinking research, ideas and solutions to the critical questions and issues of our time. Each year, new Big Thinking speakers are selected through a collaborative process involving the Federation, the host university and partner organizations. Lectures are scheduled at various times to minimize interference with association programming.
• **Career Corner workshops**: Jointly hosted by the Federation, The University of British Columbia and *University Affairs* magazine. This is a professional development workshop series where everyone from graduate students to established faculty members can learn how to advance their academic careers, publish and market their research, improve their lesson planning and teaching skills, and find out about careers outside academia.

• **Congress Expo**: The Congress Expo gives attendees the opportunity to discover a wide variety of high-quality, Canadian scholarly literature and connect with research and community partners. In addition to 50+ scholarly publishers and exhibitors, Expo also offers dynamic programming such as book launches, book signings and other events.

### Roles and Organizational Structure

**Role of the Federation**

The Federation for the Humanities and Social Sciences is the organizing body for Congress, and we work closely with the host university to ensure a robust support system is in place to assist associations in organizing a successful conference. Our work serves to facilitate the transmission of experiences, recordkeeping and database management, and ultimately support associations through the planning process.

• **Attendee services and amenities**: The Federation works closely with the host university, as well as on and off-campus providers, to ensure the provision of various services and information for individual attendees. This includes travel and tourism information, transportation services, local accommodations, on and off-campus food services, campus wayfinding and signage, visitor information, and more.

• **Congress registration**: The Federation facilitates registration for Congress as a whole, including registration for all participating associations, in order for attendees to experience the ease of one full-service, online portal.

• **Conference support services**: The Federation works closely with the host university team on providing the logistical framework for association conferences. This includes ensuring sufficient meeting room space, facilitating catering and audiovisual services, and liaising with the various departments to ensure that the accessibility, security and care taking of these spaces are considered.

• **Program funding support**: The Federation is committed to supporting interdisciplinary, international and public programming through all its activities, and offers funding to member associations for interdisciplinary sessions and international keynote speakers at Congress.

• **Promotion and media engagement**: The Federation media relations team works behind the scenes well in advance of Congress to ensure that media gets easy access to the research in the humanities and social sciences that is being showcased at Congress. We work to promote and support the research presented at Congress both by forming and by fostering partnerships with government agencies and departments, NGOs, and local and national media.
PC and LAC roles and responsibilities
Each association that participates in Congress is responsible for appointing two key organizer positions that act as liaisons with the Congress team: a Program Chair (PC) and a Local Arrangement Coordinator (LAC). These appointed organizers ensure a smooth flow of communication between the association, the Federation and the host university. **Should your association require assistance in securing either a PC or LAC for Congress 2019, contact us at organizers@ideas-idees.ca.**

The two lead association organizers must perform a variety of functions, and close collaboration between your association’s PC and LAC is essential.

**Program Chair (PC) -** responsible for planning and promoting the association’s program, such as:

- Coordinating the association’s call for papers and scheduling sessions.
- Planning the conference program and sharing it with the Federation and the association’s membership.
- Facilitating promotion of the association conference and providing the association mailing list to the Federation.
- Applying for funding opportunities to enhance the association program.
- Submitting Open Event Listing Forms to identify programming the association would like to open to other Congress attendees and/or the general public.

**Local Arrangement Coordinator (LAC) -** responsible for the association’s logistical arrangements, such as:

- Requesting meeting and event spaces through the online Congress Request System.
- Requesting audio-visual services, catering and furniture through the online Congress Request System.
- Organizing the specifics of the associations greeting table.
- Requesting the hire of any association assistants (optional).
- Assessing the accessibility needs of the association’s attendees and ensuring proper equipment is ordered.

**Both PCs and LACs will be responsible for:**

- Attending the planning meeting in September.
- Completing all tasks and meeting all deadlines in the Congress 2019 planning cycle (general overview page 7).
- Reading the weekly organizers’ emails to ensure they remain current on any updates, and acting on any instructions.
- Attending the monthly **Countdown to Congress** meetings, in-person or via teleconference.
- Relaying messages of importance to association members regarding registration, travel and campus amenities.
- Promoting relevant open events at Congress to association attendees (e.g. **Big Thinking, Career Corner, university programming**).
- Reviewing and approving the association’s Congress invoice prior to the deadline provided.
- Completing the organizers’ survey and providing feedback to the Federation.
- Verifying that the information posted online about the association at [www.congres2019.ca/associations](http://www.congres2019.ca/associations) is complete and up-to-date.
Organizers’ tools and resources

Congress 2019 Planning Meeting
Taking place on September 26, 2018, the Planning Meeting consists of an extensive presentation on the Congress 2019 planning cycle. Key representatives from the Federation and the university will provide detailed explanations on the process, tasks, timelines, tools, resources and data available to association organizations for their planning purposes, as well as an overview of Congress 2019 programming and logistical strategies. The Planning Meeting is in essence an introduction to the roles and responsibilities of an association organizer, as well as an opportunity to make connections with fellow organizers.

Congress 2019 Planning Guide
The Congress 2019 Planning Guide is a step-by-step manual for organizing an association’s conference at Congress. It explains how to complete each task in the planning cycle, and includes action items, tips, feedback from past attendees and association organizers, and a checklist with scheduled task deadlines. It will be provided to your association’s organizers at the Planning Meeting.

Association Data Overview
The Association Data Overview is customized for each association. It provides data on the association’s three most recent Congresses in order to assist with the projection of logistical requests for the upcoming year. This includes past conference fees, registrations numbers and revenue, number of meeting rooms, expenses (catering, audio-visual, etc.), as well as the contact names of previous PCs and LACs. This data can be found in the Organizers Portal.

Online Organizers Portal
Organizers have a dedicated space on the Congress 2019 website: the Organizers Portal at www.congress2019.ca/organizers. This space provides access to the Congress Request System and online forms, as well as a number of downloadable tools and resources to help plan a conference, including: administrative schedules, tip sheets, logos, visual elements, catering and audio-visual menus, links to resource guides, etc. Additional content is added regularly, so check back often.

Congress Request System
The Congress Request System is a web-based software tool specifically designed for association organizers to view and submit requests and forms in relation to the Congress planning cycle – from meeting rooms and catering requests to administrative details and conference registration lists. This software is a request consolidation tool that collects all of an association’s needs for Congress in one place. It will open after the Planning Meeting.

Weekly emails
Beginning after the Planning Meeting, all association organizers will receive a weekly email from organizers@ideas-idees.ca outlining upcoming deadlines, important Congress updates, planning cycle tips, programming information and more. They include valuable information for organizers as well as information that should be passed on to your association. Please add organizers@ideas-idees.ca to your Safe Senders list.

Countdown to Congress meetings
Starting the fall 2018, PCs and LACs attend monthly Countdown to Congress meetings planned by the Federation and the University of British Columbia. These are an opportunity for organizers to share ideas, best practices, and ask questions about the planning cycle amongst each other and the Congress teams. These meetings generally run for one hour and are organized on campus so that local association organizers can participate. Teleconference options are available for those who cannot attend in person.
Congress planning cycle

The following is an overview of key activities in the planning cycle. A comprehensive listing of tasks and scheduled deadlines will be provided in the Congress Planning Guide distributed at the Planning Meeting (p 7) and will also be available via the online Organizers Portal.

June 25  Submit the Association Update Form (see page 3)

Mid August  Registration opens for the Congress 2019 Planning Meeting

September 26  Planning Meeting in Vancouver – mark your calendars! (see page 7)
   Association conference dates confirmed

October  Submit Signing Authority Form to obtain an association account
   Submit Association Conference Fees Form

November  Send association membership mailing list to the Federation by email
   Submit Association Conference Details Form
   Apply for funding from the International Keynote Speaker Support Fund
   Request rooms for conference spaces
   **NOTE:** All spaces for events happening during or in conjunction with Congress must be requested through the Organizers Portal. Please do not contact the university directly to book specific rooms, as these requests cannot be honoured. Multiple factors must be analyzed prior to room assignments, such as number of requests, availability, existing infrastructure and efficient use of campus space; rooms are not assigned on a first-come, first-served basis.

January  Registration opens for Congress 2019 (link provided for Complimentary pass registration)
   Apply for funding from Aid for Interdisciplinary Sessions Fund

February  Submit Association Greeting Table Form
   Review room allocations

March  Complete all complimentary registrations (prior to early bird deadline)
   Submit Open Event Listing Form
   Submit Hire an Association Assistant Form
   Send preliminary conference program (PDF)
   Deadline for early registration

April  Submit audio-visual equipment, furnishing and specialized room setup requests
   Submit catering requests

May  Submit final conference program (PDF)
   Confirm event orders from the university, for all meeting rooms, catering, A/V and furnishings

May 31  Onsite Congress registration desk opens

June  Respond to Congress organizers’ survey
   Submit post-event reports for International Keynote Speaker Support Fund and Aid for Interdisciplinary Sessions Fund

Summer  Review Congress invoices
Budgeting for association participation

As a benefit of participating in Congress, the Federation establishes an account on behalf of each association so they do not need to carry large expenses prior to Congress. Association registration revenue will be collected in these accounts, against which certain host university charges can be billed. After Congress, once the invoices are received from the university, the Federation will compile each association’s revenues and expenses, and the balance of the account will be remitted to each association. In cases where expenses exceed revenues, an invoice will be issued.

Revenue and registration fees

The registration fees are broken down into two components — the association conference fees and the Congress fees. Each association is responsible for setting their own association conference fees and any additional fees for banquets or optional functions or events. The following are the generally accepted categories: member, non-member, retired member, retired non-member, student member, student non-member, unwaged member and unwaged non-member.

The Congress fees are set by the Federation and vary depending on the category (retired, student, unwaged, or regular attendee). Please note that the payment of both fees is mandatory for all attendees of associations, including speakers, presenters, panelists, association staff, special guests, administration, management, organizers and those chairing or attending a session.

<table>
<thead>
<tr>
<th>Congress fees</th>
<th>Early-bird rate (prior to March 31)</th>
<th>Regular rate (as of April 1)</th>
<th>On site (as of May 31)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular attendee</td>
<td>$185 + 5% GST = $194.25</td>
<td>$220 + 5% GST = $231</td>
<td>$250 + 5% GST = $262.50</td>
</tr>
<tr>
<td>Students, retired and unwaged</td>
<td>$75 + 5% GST = $78.75</td>
<td>$95+ 5% GST = $99.75</td>
<td>$125 + 5% GST = $131.25</td>
</tr>
</tbody>
</table>

Associations and groups that are not members of the Federation are welcome to participate in Congress 2019, but will be charged a differential fee on each of their registrants. To facilitate the collection of this fee, a price of $50 must be added to each conference fee level submitted by a non-member association or group.

Expenses

Each association should expect to pay for the following expenses:
- Catering for conference sessions
- Audio-visual services for conference sessions, including the use of standard university presentation equipment
- Additional special request items
- Printing and copying of conference materials
- Special event fees (including banquet tables and related furnishings)
- Hiring an association assistant (optional)

Charges for any on-campus services will be billed to each association’s account. Any charges for off-campus arrangements or outside providers are the sole responsibility of the association. Please note that there are no room rental fees for meeting spaces on campus.
Accommodations
Each association has the opportunity to book a sub-block rooming list at any of the Congress partner hotels or residences at the discounted Congress rate. A sub-block booking will have an earlier cut off date. The list of Congress partner hotels will be posted on the Congress website and available in the Planning Guide (page 7).

Information and contacts
The Federation looks forward to working with our member associations in staging a successful Congress 2019 as well as assisting association organizers in ensuring their conferences runs smoothly. Our wish is for attendees to return home from Vancouver with a positive and memorable experience of a stimulating gathering. Throughout the next several months of planning and organizing, please contact the Federation with any questions and comments regarding this process.

organizers@ideas-idees.ca...................... Congress planning cycle, Congress Request System software, promotion of association events and conference programs and applications for funding
communications@ideas-idees.ca........... Communications, social media and media relations
www.congress2019.ca......................... Regularly updated with Congress 2019 information
www.congress2019.ca/organizers....... Planning tools and process information for association organizers