



CONGRESS 2020
Preliminary Planning Guide
for participating associations

Western University
May 30 – June 5, 2020

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Introduction

This Preliminary Planning Guide is a quick overview of the planning process for organizing your association's conference at Congress. Putting together 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 you can mark your agenda and prepare yourself over the summer, in advance of receiving the complete *Congress Planning Guide* at the Planning Meeting on September 25, 2019, which will include the full set of instructions.

In order to participate in the 89th edition of the Congress of the Humanities and Social Sciences taking place at Western University, you must submit the Member Update Form for Congress 2020. This link can be found on the Organizers Portal at www.congress2020/organizers, as well as linked in the email invitation to participate at Congress, which was sent to association presidents.

The update form is to advise us of:

- Your preferred conference dates
- Who the PCs (Program Chairs) and LACs (Local Arrangement Coordinators) are and their contact information
- What factors to consider when assigning your conference dates, including associations you want to overlap with.

This form must be completed by June 28, 2019.

Key dates

	Deadline	Action
	June 28	Submit Member Update Form
	September 13	Deadline to register for the Planning Meeting
	September 25	Congress 2020 Planning Meeting in London



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 89th 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 hosted by a different Canadian university each year. The Federation, 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 that have direct importance for Canada and 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 2020 theme

"Gathering at the Forks – Bridging divides"

Congress 2020 offers the humanities and social sciences community a gathering place in London, Ontario, at the Forks of the Thames River, or Deshkan Ziibi (Antler River). The geographic metaphor connects with the land and water in this Great Lakes region of Turtle Island. Forks in a river reflect separation and divergence, symbolizing the issues that divide people. At the same time, London's Forks are a traditional gathering place, thus connoting convergence — a coming together to form community. The theme emphasizes that Congress assembles scholars, artists and members of the general public who engage with the world from differing viewpoints, offering a forum to share perspectives, to listen deeply and critically, and to respond. Also, it's an invitation for people to listen to the land and the water. It brings a focus on interdisciplinarity (bridging disciplinary divides) and on internationalization (bridging national divides). At the same time, it highlights our disciplines' engagement in bringing people together to build resilience in the face of forces that tear them apart (bridging political and ideological divides) and in overcoming the divisiveness of colonialism while promoting reconciliation between Indigenous peoples and settler populations.

Program Information

The Federation and Western University 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 promoted at congress2020.ca/calendar and in the *Congress Essentials* guide. We encourage you 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 around lunchtime so as to minimize interference with other association programming.

- **Career Corner workshops:** Jointly hosted by The Federation, Western University 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 of 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 and host university

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 that will assist associations in organizing a successful conference. Our work serves to facilitate the transmission of experiences, record-keeping 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 Congress 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

Most associations depend upon an association member or another member of the host university's community to help organize their conferences. These appointed organizers ensure a smooth flow of communication between your association, the Federation and the host university. The two types of association organizers achieve this in various ways. Close collaboration between your association's Local Arrangement Coordinator and the Program Chair is essential throughout the months leading up to the Congress.

Program Chair (PC) - responsible for planning and promoting an association's program, such as:

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

Local Arrangement Coordinator (LAC) - responsible for an association's logistical arrangements, such as:

- Requesting meeting and event spaces through the online Organizers Portal.
- Requesting audio-visual services, catering and furniture through the online Organizers Portal.
- Organizing the specifics of the association greeting table.
- Assessing the accessibility needs of your attendees and ensuring proper equipment is ordered.

Both PCs and LACs will be responsible for:

- Completing all tasks and meeting all deadlines in the Congress 2020 planning cycle (general overview page 8)
- Reading the weekly organizers' emails to ensure you remain current on any updates, and acting on any instructions.
- Attending the *Countdown to Congress* meetings, in-person or virtually (meeting invitations will be sent in the fall).
- Relaying messages of importance to your 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 within the designated time.
- Completing the organizers' survey and providing feedback to the Federation.
- Verifying that the information posted online about your association at congress2020.ca/associations is complete and up-to-date.



Should your association require assistance in securing either a PC or LAC for Congress 2020, please contact us at organizers@ideas-idees.ca.

Organizers' tools and resources

Congress 2020 Planning Meeting

Taking place on September 25, 2019, the Planning Meeting consists of an extensive presentation on the Congress 2020 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 2020 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 2020 Planning Guide

The *Congress 2020 Planning Guide* is a step-by-step manual for organizing your 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 handed out to you at the Planning Meeting.

Association Data Overview

The Association Data Overview document provides data on your association's three most recent Congresses in order to assist with the projection of your logistical requests. 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 document will be provided to you at the Planning Meeting.

Online Organizers Portal

Organizers have a dedicated space on the Congress 2020 website through the Organizers Portal at www.congress2020.ca/organizers. This space provides access to all the online forms, as well as a number of downloadable tools and resources to help plan your conference, including: administrative schedules, tip sheets, logos, visual elements, catering and audio-visual menus, various reports including the registration reports, links to resource guides, etc. Additional content is added regularly so check back often. You can 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. The Organizers Portal is a request consolidation tool that collects all of your association's needs for Congress in one place. You can start submitting your forms 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 you as an organizer as well as information that should be passed on to your members and/or colleagues.

Countdown to Congress meetings

Starting in the fall, the Federation and Western University plan monthly *Countdown to Congress* meetings for PCs and LACs to attend. They offer opportunities for organizers to share ideas, best practices, and ask questions about the planning cycle amongst each other and the Congress teams in an open environment. 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.

Congress planning cycle

The listing below is intended to give you a general sense of key activities and timelines in the planning cycle. A comprehensive listing of key tasks and scheduled deadlines will be provided in the *Congress Planning Guide* distributed at the Planning Meeting, as well as available via the online Organizers Portal.

June 28	Submit Member Update Form
August	Registration opens for the Congress 2020 Planning Meeting
September 25	Planning Meeting in London – mark your calendars! (see page 3) Association conference dates confirmed
October	Submit Signing Authority Form for your association accounts Submit Association Conference Fees Form Send your association membership mailing list
November	Request rooms for conference spaces Submit Association Conference Details Form
January	Registration opens for Congress Apply for funding from Aid for Interdisciplinary Sessions Fund Apply for funding from the International Keynote Speaker Support Fund
February	Submit Complimentary Pass Form Room allocations announced Submit Association Greeting Table Form
March	Send preliminary conference program (PDF) Submit Open Event Listing Form Submit Hire an Association Assistant Form Deadline for early bird registration rates
April	Submit requests for audio-visual equipment, furnishing and equipment Submit requests for catering Submit final conference program (PDF)
May	Review and approve event orders from the university for all meeting spaces
May 29	Onsite registration desk for Congress 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 your association's participation

As a benefit of participating in Congress, the Federation establishes an account on behalf of each association in order to relieve you from carrying 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 your revenue and expenses, and the balance of the account will be remitted to your association; or in the case 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, special guests, administration, management, organizers and those chairing or attending a session.

Congress fees	Early-bird rate (prior to March 31)	Regular rate (as of April 1)	On site (as of May 29)
Regular attendee	\$185 + 13% HST = \$209.05	\$220 + 13% HST = \$248.60	\$250 + 13% HST = \$282.50
Students, retired and unwaged	\$75 + 13% HST = \$84.75	\$95 + 13 HST = \$107.35	\$125 + 13% HST = \$141.25

Associations and groups that are not members of the Federation are welcome to participate in Congress 2020, 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

Your 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 can be billed to your 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.

Information and contacts

We look forward to working with you towards staging a successful Congress in 2020 and in assisting your association with ensuring your conference runs smoothly. Our wish is for attendees to return home from London 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 you have regarding this process.

organizers@ideas-idees.ca..... Congress planning cycle, Organizers Portal, promotion of association events and conference programs and applications for funding

communications@ideas-idees.ca..... Communications, social media and media relations

www.congress2020.ca..... Regularly updated with Congress 2020 information

www.congress2020.ca/organizers..... Planning tools and process information for association organizers