

Why Join Congress?

A Guide for Scholarly Associations



Overview

The Congress of the Humanities and Social Sciences is the largest multidisciplinary academic gathering in Canada, attracting delegates from every province and territory and from around the world. The simplest way to describe Congress is that it is a meeting of meetings. It is also what makes it unique by creating a critical mass of more than 8,000 scholars, researchers and graduate students.

This guide is designed to help associations new to Congress understand the organization of the conference, the benefits to participation and the steps required to join the Congress experience.



Canadian Federation for the
Humanities and **Social Sciences**

Fédération canadienne
des **sciences humaines**

Section 1

Why Meet at Congress?

A world-class event, the Congress of the Humanities and Social Sciences is the premiere destination for Canada's scholarly community. Congress brings together thousands of scholars, students, practitioners and policy makers in a different city each year to share ideas, debate and enrich their research. They gather under the aegis of more than 70 associations representing a rich spectrum of disciplines in the humanities and social sciences. From theatre, literature and education to history, sociology and political sciences, Congress represents a unique showcase of scholarly excellence, creativity, and leadership.

Scholarly associations participating in Congress benefit from:

- ▶ increased collaboration and networking opportunities with both other associations and researchers in the broader humanities and social sciences community
- ▶ access to Federation funding to develop their meeting program
- ▶ free rooms and meeting space
- ▶ a team of professionals to support the coordination of logistics before and during Congress
- ▶ the convenience of financial accounts set up by the Congress Secretariat to manage revenues and expenses
- ▶ online and onsite registration handled by the Congress Secretariat
- ▶ access to the Congress book fair, the largest multidisciplinary scholarly book fair in North America
- ▶ discounts on hotel, air and ground transportation and a variety of delegates services onsite
- ▶ a comprehensive website that serves as a hub for Congress planning and promotion
- ▶ visibility in the Congress registration and delegate's guides and on the Congress website
- ▶ professional communications staff who promote the research presented at Congress to a wide audience



Section 2

Funding Available

The Federation offers member associations the opportunity to apply for funds to assist in the planning of their program at Congress. Funding programs include the International Keynote Speaker Support Fund that helps cover the costs of international travel and accommodation for scholars of distinction and the Aid for Interdisciplinary Sessions Program that supports joint sessions involving two or more associations.

From year to year, the Federation also works to secure funding from institutions and government departments that provide associations with the opportunity to enhance their programming at Congress. More detailed information about funding opportunities is highlighted each year in the planning guide (pg. 3).

Section 3

The Organization of Congress

The success of the Congress of the Humanities and Social Sciences is rooted in the close collaboration between the Federation and participating scholarly associations.

The Congress Secretariat, in collaboration with the host university, provides the venue and services that are available to delegates from one year to the next, while participating associations are responsible for organizing their individual conference.

More specifically, the Congress Secretariat is responsible for providing or organizing the following:

- ▶ adequate rooms and spaces for meetings, workshops and special events (e.g. banquets, receptions, etc.) available at no cost to the associations
- ▶ online and onsite registration
- ▶ an online booking system for catering, a.v. and room reservations (in collaboration with the host university)
- ▶ a financial account set up by the Federation to manage revenues and expenses associated with participating
- ▶ the Congress book fair, the largest multidisciplinary scholarly event of this type in North America
- ▶ a comprehensive website that serves as a hub for Congress planning and promotion
- ▶ the production and distribution of the planning, registration and delegate's guides

Participating scholarly associations are responsible for the following:

- ▶ identifying a Program Chair and Local Arrangements Coordinator to act as point persons and organizers on behalf of the association
- ▶ booking catering, a.v. and meeting and event spaces through the online system
- ▶ coordinating association membership lists and sharing this information with the Congress Secretariat
- ▶ creating and sharing preliminary and final association programs with the Congress Secretariat
- ▶ promoting its conference program, including meetings and special events, to its membership in advance of Congress
- ▶ onsite promotion of their program at Congress through a staffed association table or an association poster board (provided to all associations)
- ▶ sharing with the Congress Secretariat information about special events (e.g. lecture, workshops, etc.) open to all delegates for promotion on the Congress website and in the registration and delegate’s guides

The Congress planning guide is handed out at the September planning meeting and posted online. It details the responsibilities of the Program Chairs and Local Arrangement Coordinators as well as the steps needed to book all services (e.g. catering, a.v., association tables, etc.). The guide also clearly outlines the Congress planning cycle.

Section 5

Association Meeting Fees

Associations set their own meeting fees. These fees help cover the costs incurred by an association participating at Congress. Costs can include (but are not limited to) a.v., catering, banquets and honoraria and travel for special guests.

Association meeting fees are set by the association following the September planning meeting. More detailed information on this is provided in the planning guide.

The meeting fees are published in the registration guide mailed out in January before Congress.



Section 4

Congress Registration Fees

Congress is made possible thanks to a grant from the Social Sciences and Humanities Research Council of Canada and revenues generated from registration fees. Congress registration fees help cover the costs associated with the infrastructure, organization, and implementation of Congress.

More specifically, Congress fees help cover the costs of:

- ▶ hosting a planning meeting and producing and distributing a planning guide
- ▶ coordinating association mailing lists
- ▶ designing, maintaining and hosting the Congress website
- ▶ managing and staffing online and onsite registration
- ▶ production and distribution of the registration and delegate’s guides
- ▶ establishing and maintaining financial accounts for all participating associations
- ▶ administering funds supporting association events
- ▶ coordinating a variety of delegate services (e.g. accommodation, child services, computing, etc.)
- ▶ organizing the Congress book fair
- ▶ managing communications and media relations

Congress fees are set by the Federation and published in the registration guide that is mailed out each year in January.

The following fee schedule was set in 2009 and may be subject to change.

students, retired and unwaged delegates registering by March 31 st	\$45
students, retired and unwaged delegates registering as of April 1 st	\$65
students, retired and unwaged delegates registering onsite	\$70
postdoctoral fellow registering by March 31 st	\$65
postdoctoral fellow registering as of April 1 st	\$80
postdoctoral fellow registering onsite	\$85
regular delegates registering by March 31 st	\$120
regular delegates registering as of April 1 st	\$160
regular delegates registering onsite	\$175

**Please note that these fees are GST exempt.*

Section 6

Fees for Non-Member Associations

Associations that are not members of the Canadian Federation for the Humanities and Social Sciences must pay a differential fee of \$20 for each registered delegate. The fee is levied to support the long-term development of Congress and to keep the annual meeting format viable.

Emerging Associations

An emerging association is an association that has been in existence for less than three years.

Emerging associations are granted a three-year grace period from paying the differential fees. The grace period is provided to allow emerging associations the time needed to build their membership. At the end of the three-year grace period, these associations can either become members of the Federation or pay the differential fee.

Associations New to Congress

Associations that are new to Congress, but do not fit the above definition of an emerging association, are given a one-year grace period from paying differential fees. After one year, these associations can either become members of the Federation or pay the differential fee.

If an association is ineligible for membership, it must continue to pay differential fees following the one-year grace period.

The grace period is only granted once per association.

Section 7

Membership in the Federation

Associations that are members of the Canadian Federation for the Humanities and Social Sciences are not required to pay a differential fee.

What types of associations can apply for membership?

Any scholarly non-profit association that has been in existence for three years and has a minimum of 80 members, the majority of whom are engaged in research in the humanities and social sciences, are invited to become members of the Federation.

What are the benefits of membership in the Federation?

- ▶ Members are part of a national organization that promotes the interests and concerns of researchers to the federal government, policy makers and the media.
- ▶ Members' research is featured in the Federation's Big Thinking speaker series, which brings research in the social sciences and humanities to the parliamentary community several times each year.
- ▶ The Federation makes ongoing representation of members' research interests to the Social Sciences and Humanities Research Council.

- ▶ Every member association and institution selects a representative to the General Assembly which meets annually.
- ▶ Representation in task forces and working groups set up by the Federation on matters of concern to the research community.
- ▶ Members receive bulletins, reports, and newsletters with current information on government policies and recent developments at the funding councils.
- ▶ Membership builds connection opportunities across disciplines.
- ▶ The Federation promotes members' research through ongoing communications and media relations.
- ▶ Through its Aid to Scholarly Publications Program (ASPP), the Federation provides its members with a valuable service in the promotion and support of scholarly books in Canada.

How does an organization apply for membership?

Associations interested in applying for membership of the Federation are required to fill in an application form. This form can be obtained by either calling the Federation at 613-238-6112 ext. 301 or visiting the website at www.fedcan.ca. Applications for membership are approved at the Federation's Annual General Assembly meeting held each March.

Section 8

Join the Congress Experience

Step One: Contact the Congress Secretariat (see contact information below). A staff member will take you through the process and answer your questions.

Step Two: Once an association has decided to participate in Congress, they will be required to submit proposed meeting dates and identify a Local Arrangement Coordinator and/or Program Chair.

Step Three: Associations are invited to attend the planning meeting held each year in September before Congress. At this meeting, a congress planning guide is handed out that clearly outlines the Congress planning cycle and the steps to organize a successful conference.



For More Information Contact:

The Congress Secretariat
Tel: 613-238-6112 ext. 312
Email: congress@fedcan.ca