

Association Conference Proposal
2025 Congress of the Humanities
and Social Sciences



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A word of welcome

Dear members of the Federation,

I am pleased to invite your association to host its 2025 annual conference as part of Congress at George Brown College from May 30 to June 6, 2025. This event promises to be inspiring and transformative, bringing together participants from across the higher learning ecosystem in the innovative setting of Congress' first-ever college host.

Congress is a place for all of us educators and researchers in the humanities and social sciences, where we can integrate our disciplines into communities and foster inclusive conversations across academic backgrounds. The research we present and the conversations we engage in at Congress serve to demonstrate the vital role of the humanities and social sciences in shaping the world of tomorrow.

By choosing to host your conference at Congress, your association will receive robust support from the Congress team, access to optimized resources, and cost-efficient conference planning solutions, all of which will help amplify your association's work and increase your impact. Based on the feedback from associations that participated in Congress 2024, we have adjusted the terms of participation to better serve you.

This year, we also offer new, optional support structures including:

- Complimentary George Brown College-assigned Local Arrangement Coordinators (LACs)
- A dedicated Federation Project Manager to handle planning cycle tasks on your association's behalf
- Use of our recently launched [abstract management software \(Fourwaves\)](#)

To support your association in opting into Congress 2025, we recommend reviewing the following resources:

- This Congress 2025 Association Conference Proposal: a sneak preview of what's in store for Congress 2025, Congress benefits, and what to expect from the planning cycle.
- [Congress 2025 participation agreement](#): a new, more balanced format, which clearly outlines mutual responsibilities, and a newly calculated commitment fee, in place of the former cancellation fee.

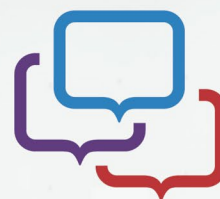
We hope to see many of you at George Brown College.

Sincerely,

Karine Morin
President and CEO
Federation for the Humanities and Social Sciences

****Questions about Congress 2024 at McGill? [Visit our Q&A](#)****

Gathering at Congress: empowering lasting connections.



FEDERATION FOR THE
**HUMANITIES AND
SOCIAL SCIENCES**

Hosting your scholarly conference at the Congress for the Humanities and Social Sciences is a supportive pathway to opportunities for academic innovation, collaboration, and impact. Here is why Canadian scholarly associations have been part of the Congress community for nearly 100 years.

A meeting of the minds.

Join up to **70 associations** and **10,000 attendees**: collaborate, forge new partnerships, and exchange ideas that transcend disciplinary boundaries.

Be part of **transformative discourse**, at the forefront of today's most critical topics.

Engage in professional development, networking, and celebration.

Maximize your reach.

Amplify your research and grow your association's impact:

- » We market your conference to our **250,000+ digital community**
- » We **showcase your association** to international scholars, policymakers, and the public
- » We **profile your researchers** through a media program with an international reach of **300 million**
- » We help you **engage your members** and attract the attention of new members
- » We create spaces to **develop lasting relationships** for interdisciplinary collaboration

Benefit from **expert support** & resource optimization.

Hosting a conference can be resource-intensive; tap into:

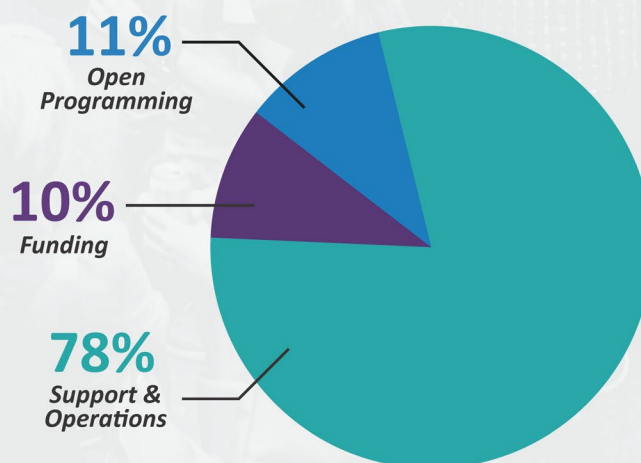
- » A robust **custom-built conference planning cycle**
- » A dedicated team of planning professionals to support you (**saving you between \$8000 and \$20,000 in meeting professional fees per association**)
- » Comprehensive **resources, clinics, and checkpoint meetings**
- » **Support, tips, and discounts** for attendees via our comprehensive communications



Leverage convenient, **cost-efficient** solutions.

- » Registration fees and finances managed on your behalf (**approx. \$3,600 value per association**)
- » **Complimentary meeting space** and discounted rates for AV and catering
- » Complimentary access for your VIPs (**\$1,500 minimum value per association**)
- » **Travel and accommodation discounts** for your members
- » Funding for your programming, graduate students, and caregivers (**\$3,000-\$5,000 per association**)
- » A dedicated **abstract management** tool for your call-for-papers

Where Congress revenue goes:



The connections forged at Congress extend far beyond a conference.

By partnering with the Federation, you join a vital community that collectively advances the impact of our disciplines and institutions. At Congress, we gather to effect positive change and celebrate the vibrant tapestry of the humanities and social sciences. *We cannot wait to see you next year!*



About Congress

Congress is Canada's largest gathering of academics, and one of the largest in the world. With a near century-long legacy of transformative scholarly impact, Congress is a place to hold critical conversations of our time, hear from a diverse set of voices, share findings, refine ideas, and build partnerships to help shape the Canada of tomorrow.

Put simply, Congress is the convergence of scholarly associations, each holding their annual conference under one umbrella. We collaborate with a partner institution to bring you inspiring presentations, panels, workshops, and cultural events.

Your Congress 2025 experience

Dates and location

Congress 2025 will take place at George Brown College's St. James and Waterfront campuses from Friday, May 30 to Friday, June 6, 2025.

Congress at George Brown College

George Brown's three state-of-the-art downtown campuses are fully integrated in the vibrant, diverse City of Toronto, so much so that their motto is "The City is our Classroom." Holding Congress at George Brown provides the exciting perks of being in the heart of the city, including being close to Toronto attractions, with campuses all easily accessible by public transit and surrounded by bike lanes as part of Toronto's cycling network.

As one of the top 10 research colleges in Canada, it is inspired by a commitment to achievement through excellence in teaching, applied learning, and endeavours to set the benchmark to which all colleges aspire. As our 2025 host, Congress at George Brown College will provide a dynamic, innovative, and future-shaping environment, energized by the principles of access and diversity.

George Brown College will leverage Congress as an opportunity for their students to participate in experiential learning. Instead of cancelling classes to make room for Congress, George Brown College will invite its students to contribute to the event's operational delivery through event planning, catering, IT and overall support.

In addition, George Brown College will be appointing a student or staff member Local Arrangement Coordinator (LAC) for associations that are interested and do not have a representative on their campus.

Format

Congress 2025 will offer hybrid meeting options, and associations will be able to choose between holding an in-person or hybrid conference. George Brown College is equipped to accommodate Zoom sessions, and technical support will be available. Virtual components of hybrid sessions can be hosted on the Congress virtual platform.



Program

Theme

The theme will be selected in collaboration with George Brown College, and will be announced in the late summer of 2024.

Open programming

Open events during Congress are made available to all registered conference attendees and the public registering with a Community Pass.

- **Big Thinking lectures:** The ever-popular series will return with leading scholars and public figures presenting forward-thinking research, ideas and solutions to the critical questions and issues of our time.
- **Career Corner workshops:** This professional development workshop series is for everyone, from graduate students to established faculty members.
- **Congress Expo:** Come browse the stalls of the largest academic tradeshow in Canada, mingle with your Congress peers and chat with publishers and exhibitors.

Roles and organizational structure

Roles of the Federation and George Brown College

The Federation collaborates with George Brown College to ensure a robust support system that will assist associations in organizing a successful conference.

- **Attendee services and amenities:** Our role is to ensure the provision of various services to attendees, including meeting spaces, travel information and discounts, transportation services, accessibility services, local accommodations, food services, campus wayfinding, registration services, and more.
- **Conference support services:** Our role is to provide the logistical framework to support associations in planning their annual conferences. This includes booking meeting spaces, facilitating catering and audiovisual services, and liaising with the various institutional departments to ensure that the accessibility, security and caretaking of these spaces are considered.
- **Funding support:** The Federation is committed to supporting interdisciplinary, international and public programming led by associations, as well the participation of graduate students, caregivers, and Black and Indigenous attendees.
- **Promotion and media engagement:** Our media relations team creates opportunities for Congress presenters to speak to media and obtain visibility for their research.

PC and LAC roles and responsibilities

Your Program Chair (PC) within your association puts together your conference program.

Your Local Arrangement Coordinator coordinates the various services required on site.



***New this year* If your association needs it, George Brown College can assign your association an onsite LAC at no additional cost.**

Association 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;
- Facilitating promotion of the association's conference;
- Applying for funding opportunities to enhance the association's program;
- Identifying sessions your association would like to open to all attendees;
- Encouraging your association to explore the Congress theme through its own disciplinary lens.

Local Arrangement Coordinator (LAC) - assigned at your discretion either by your association or by George Brown college; responsible for an association's logistical arrangements, such as:

- Requesting meeting and event spaces;
- Requesting audio-visual services, catering and furnishings;
- Organizing the specifics of the association greeting table;
- Requesting the hire of any association assistants, if desired;
- Assessing the accessibility needs of your attendees and ensuring proper equipment is ordered.

All LACs will be working closely together to provide consistent support to all.

Both PCs and LACs are responsible for:

- Completing all tasks and meeting all deadlines in the Congress 2025 planning cycle;
- Reading the bi-monthly organizers' emails to stay on track;
- Attending the virtual *Countdown to Congress* meetings;
- Relaying messages of importance to your association members;
- Promoting relevant open events at Congress to association attendees;
- Verifying that information about your conference posted by the Federation is accurate;
- Reviewing and approving the association's Congress invoices;
- Completing the organizers' survey and providing feedback to the Federation.

***New this year* Your association can request the services of a Project Manager at the Federation, who will take care of your planning cycle tasks on your behalf, for an additional fee.**

Organizers' tools and resources

Congress 2025 Planning Meeting

Taking place in September or October, the Planning Meeting consists of an extensive presentation on Congress 2025 and the association planning cycle. Key representatives from the Federation and George Brown College will provide detailed explanations on the process, tasks, timelines, tools, resources and data available to association organizers for their planning purposes, as well as an overview of Congress 2025 programming and logistical strategies. George Brown College will be pleased to host a boat cruise reception for association organizers.



Planning Guide

The 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, and a checklist with scheduled task deadlines.

Online Organizers Portal

The Portal is your central planning hub, where you can access online forms, as well as a number of downloadable tools and resources to help plan your conference, including administrative schedules, tip sheets, logos and other visual elements, catering and audio-visual menus, links to resource guides, associations' historical Congress date, and more.

PC/LAC emails

On a bi-monthly basis leading up to Congress, and starting after the Planning Meeting, all association organizers receive the *Organizers Bulletin* from organizers@federationhss.ca outlining upcoming deadlines, important Congress updates, planning cycle tips, programming information, and more.

Countdown to Congress meetings

Starting in the fall, the Federation and George Brown College will plan monthly Countdown to Congress meetings for PCs and LACs to attend. They offer opportunities for organizers to share ideas, best practices, take part in task-support clinics, and ask questions about the planning cycle amongst each other and the Congress teams in an open environment.

Abstract management software *new*

This year, The Federation is pleased to offer its member associations a new abstract management software that supports call-for-papers and abstract administration.

This software simplifies your abstract submission experience with a user-friendly platform designed to streamline the collection, review, and online publication of your materials.

Demonstrations of the software and onboarding to the service are happening on an ongoing basis. When opting into the service, you can select a package and price point that meets your needs. Packages are priced by number of submissions anticipated.

To find out more and book a demo, [click here](#).

If you have any questions, please email membership@federationhss.ca.



Planning cycle (draft)

August 16, 2024	Submit Congress Opt-In Form and get your first or second choice of dates, guaranteed
September 6, 2024	Submit Congress Opt-in Form and get dates among the remaining availability
Late August 2024	Registration opens for the Planning Meeting
Early October 2024	Planning Meeting Final association conference dates provided
October 2024	Submit Signing Authority Form for your association accounts
November 2024	Send your association membership mailing list Begin conference program planning Submit association conference fees Submit Association Conference Details Form
November 2024 – January 2025	Submit meeting room requests Submit interest in using the Congress Virtual Platform
January 2025	Registration opens for Congress
February 2025	Submit application(s) to the Open Programming Fund Room allocations announced Submit room change requests Submit Hire an Association Assistant Form Submit Session Outline for Virtual Sessions
March 2025	Submit Association Greeting Table Form Launch of the Media Outreach Program Submit preliminary conference program (PDF) Open Programming Funding recipients announced Submit orders for audio-visual, catering, furnishing and equipment Submit session outline updates for virtual events (dates/time/format) Attend AV/catering clinic(s) Submit Open Event Listing Form
March 31, 2025	Early bird registration deadline
April 2025	Review and approve event orders from the institution for all meeting spaces Submit final conference program (PDF) Submit Child and Dependent Care Subsidy Form Submit Congress Graduate Merit Awards Form
May 29, 2025	Onsite registration desk for Congress opens
May 30 –June 6, 2025	Congress 2025
Mid-June 2025	Respond to Congress organizers' survey Submit post-event reports for Open Programming Fund
Late June 2025	Review Association Statement of Account / Invoices



Budgeting for your association’s participation

The Federation establishes an account on behalf of each association in order to relieve you from carrying large expenses prior to Congress. Association conference revenue will be collected in these accounts, against which certain institution charges can be billed. After Congress, once the invoices are received from the partner institution, 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
- The Congress fees.

Each association is responsible for setting its own association conference fees and any additional fees for banquets or optional functions or events.

The payment of both fees is required for all attendees.

The Congress fee increase of 5% for 2025 was determined with affordability and sustainability in mind. We are sensitive to the feedback of our community, which led to the introduction of “reduced” and “special reduced” fee categories last year, and to ongoing conversations about keeping Congress financially accessible.

The revenue collected from the Congress fee supports the long-term development and sustainability of Congress. The following are some of the activities covered:

- Managing all operations and logistics
- Supporting associations in planning their conferences
- Administering Congress funds
- Promoting Congress and association activities

Congress fee registration category	Registration definition	Congress fee early-bird (prior to April 1)	Congress fee regular rate (as of April 1)	Congress fee on site
<u>Regular Congress Fee</u>	You are employed full-time and attending or presenting at an association conference and do not self-identify in the “Reduced” or “Special Reduced Congress Fee” definitions.	\$220	\$268	\$304
<u>Reduced Congress Fee</u>	You self-identify as one or more of the following definitions, and you are attending or presenting at an association conference: <ul style="list-style-type: none"> • <u>Underemployed</u> (You are employed part-time, seasonal or temporary) 	\$165	\$210	\$240



	<ul style="list-style-type: none"> • <u>Postdoctoral researcher</u> 			
<u>Special Reduced Congress Fee</u>	<p>You self-identify as one or more of the following definitions, and you are attending or presenting at an association conference:</p> <ul style="list-style-type: none"> • <u>Student</u> (you are enrolled full-time as an undergraduate, graduate, or diploma academic program and hold a student ID card/number and are not employed full-time by the same institution) • <u>K-12 school educator</u> (you are employed full or part-time) • <u>Retired</u> (you are over the age of 55, retired from employment, and no longer engaged in regular research, academic and/or other scientific activities) • <u>Unemployed</u> (you are under the age of 55, currently unemployed) 	\$84	\$110	\$135
<u>Black or Indigenous student fee</u>	<p>You are a student who self-identifies as Black or Indigenous and is attending or presenting at your association conference.</p> <p>*Contact your association to receive a link instead of registering using the fee categories above.</p>	\$0.00	\$0.00	\$0.00
<u>Community fee</u> **opens early April	<p>You are attending open sessions available to all Congress attendees, including Big Thinking lectures, Career Corner workshops, institution programming, association open events, and Expo.</p>	N/A	\$30.00	\$30.00
<u>Black or Indigenous community fee</u> **opens early April	<p>You self-identify as Black or Indigenous and are attending open sessions available to all Congress attendees, including Big Thinking lectures, Career Corner workshops, institution programming, association open events, and Expo.</p>	N/A	\$0.00	\$0.00

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 institution presentation equipment
- Accessibility services, e.g. real-time captioner, simultaneous interpretation, ASL/LSQ
- Additional special request items such as tables, extra chairs, round tables, poster boards, etc.



- Printing and copying of conference materials
- Special event fees
- Hiring an association assistant.

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.

Association commitment

The Federation arranges venues and activities for Congress based on Associations that have committed to participate. Services are contracted and resources are allocated according to attendance projections.

As shown in our most recent financial statement (2023), the cost of planning Congress represents a significant portion of the Federation’s budget.

Associations that choose to host their annual Conference at Congress commit to the Federation when they sign the Congress Participation Agreement. No initial charge or deposit is required at that time, as the Federation advances the funds needed to plan the event on behalf of the Associations. If Associations withdraw their commitments, such that there are fewer in-person participants, the Federation will likely have already incurred expenses that it cannot recover.

It is for this reason that an Association’s commitment is so important to the overall success of Congress, and its financial viability.

The fee below will be charged if an Association terminates the Congress Participation Agreement/withdraws its commitment to hold its Conference at Congress. The fee is a genuine estimate of the costs and expenses to the Federation in respect of the termination or withdrawal, established relative to the Association’s membership, and not according to the full cost of expenses the Federation will have incurred on behalf of the Association, as follows:

- Small Association = 1-224 members
- Medium Association = 225-649 members
- Large Association = 650+ members

Commitment withdrawn by January 31, 2025			Commitment withdrawn as of February 1, 2025		
Large Association	Medium Association	Small Association	Large Association	Medium Association	Small Association
\$3,000.00	\$1,500.00	\$750.00	\$6,000.00	\$3,000.00	\$1,500.00

In addition, an Association that terminates the Congress Participation Agreement/withdraws its commitment to hold its Conference at Congress past the Services cancellation deadline will make payment to the Federation in respect of charges for Services requested by the Association prior to termination/withdrawal, including catering, AV and furnishings. All amounts owing to the Federation pursuant to this policy will be paid within 30 days of the Association’s termination or withdrawal.



Equity, Diversity, Inclusion, and Decolonization (EDID) at Congress

The Federation opposes discrimination, bigotry, prejudice, and injustice in all their forms, and since its establishment in 1996, has expanded its commitment to support EDID. In 2021, an independent committee on EDID released the Igniting Change report, which includes 43 recommendations for the Federation and the humanities and social sciences community to advance EDID.

Since then, the Federation has led a number of initiatives, including as part of its Congress planning process, which can be found at www.federationhss.ca/edid.

What is your role at Congress as far as EDID is concerned?

EDID is the lens through which all Congress activities are planned. It is integral to its logistics, programming and communications.

It is recommended that you familiarize yourself with the work that the Federation has done in areas of EDID, including the Code of Conduct (refer to next section).

Please direct all EDID-related enquiries to edid@federationhss.ca.

Accessibility provisions

The Federation and George Brown College are committed to creating a more accessible, equitable, inclusive, and decolonized Congress experience for all attendees.

We strive to embed accessibility into each aspect of Congress planning, and we will be working to ensure Congress 2025 is inclusive to all attendees, including those with disabilities.

More information to come.

Code of Conduct

In all its activities, the Federation is committed to the advancement of its goals through respectful, inclusive and collegial discourse and engagement. Accordingly, the Federation requires adherence to these values by its members, staff, contractors, and volunteers, as well as all participants in Federation events and meetings.

Read the Federation's Code of Conduct at www.federationhss.ca/code-conduct.

Join us!

We have set the final deadline to opt into Congress 2025 to September 6, 2024, to ensure your association has ample time to review and discuss the participation terms. We also acknowledge that some associations may prefer to await the Federation's decision on the financial redistribution of Congress 2024 funds, which will be communicated in August. Therefore, we are offering two options for opting in:

1. Opt in by August 16, 2024, and secure your first or second choice of conference dates for 2025, guaranteed.
2. Opt in by the September 6 deadline and receive dates among the remaining availability.



These tiered opt-in options support associations requiring earlier confirmation of their conference dates or those that have already begun planning their 2025 conference while allowing additional time to others.

This opt-in form will be to advise us of:

- Your intent to hold your 2025 annual conference at Congress;
- Your preferred conference dates;
- Who the key points of contact are in your association for Congress 2025, and their contact information;
- Whether you would like a LAC (Local Arrangement Coordinator) assigned to you from George Brown College;
- Whether you would like to have an additional Project Manager assigned by the Federation (this would add an additional small fee to your Congress account);
- Whether your association plans to use the Congress Virtual Platform for virtual and hybrid events;
- What factors to consider when assigning your conference dates, including association conferences you want to overlap with.

[Opt in now](#)

Questions about Congress 2024 at McGill? [Visit our Q&A.](#)

Information and contacts

We look forward to working with you towards a successful Congress in 2025, and in assisting your association in running a smooth conference. Our wish is for attendees to return home from Toronto with a 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@federationhss.ca	Congress planning cycle, Organizers Portal, promotion of association events and conference programs and applications for funding
communications@federationhss.ca	Communications, social media and media relations
congress@federationhss.ca	Attendee questions, general inquiries on Congress
www.federationhss.ca	Federation's website
www.federationhss.ca/congress-2025	Regularly updated with Congress 2025 information (coming soon)
http://www.federationhss.ca/organizers-portal	Congress 2025 Organizer's Portal (available following the Planning Meeting)