



FEDERATION FOR THE
HUMANITIES AND
SOCIAL SCIENCES

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DES SCIENCES
HUMAINES



Guide for prospective partner institutions

Federation for the Humanities
and Social Sciences

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Introduction

The Congress of the Humanities and Social Sciences (Congress) is Canada's most important annual research gathering, a place to engage in critical conversations, share new insights and discoveries, build partnerships, and help shape the Canada of tomorrow.

Congress is the convergence of up to 70 scholarly associations, each holding their annual conference under one umbrella.

Every year, for over 90 years, the Federation has collaborated with a partner institution to bring Congress to life on a Canadian campus, working with scholarly associations and other partners to host inspiring presentations, panels, workshops, and cultural events.

By opening its doors, the partner institution performs a vital service for the diverse community of national and international researchers who attend Congress to exchange ideas and contribute to our collective understanding of the world.



Why host Congress

How would your institution benefit from hosting Congress? There are many ways.

Engage

Congress will unite and engage your faculty, students, administrators and community partners in an important, campus-wide initiative. It will enhance your institution's reputation by giving it a powerful platform to showcase innovative and impactful research, and give your researchers and graduate students unparalleled opportunities to present their ideas, develop their skills, and expand their networks on their home campus.

Lead

As host, your institution will play a national leadership role celebrating and supporting the humanities and social sciences, and you will be at the forefront of critical conversations on pressing social, political, and economic issues.

Host

Your partnership with the Federation will enhance the institution's reputation for hospitality and conference services, and strengthen its capacity to attract prestigious national and international events.

Sustain

Congress has substantial financial benefits. Partner institutions can expect to generate between \$600,000 and \$900,000 through various revenue streams, including fees levied for Congress services such as catering, equipment, audio-visual support and on-campus accommodations. In addition, Congress provides temporary jobs for 100 of your students, and complimentary registration for another 100 volunteers.

Timing and duration

Congress takes place over 7 to 10 days between late May and early June, with specific dates to be determined in close consultation with the partner institution.

Organizers will need access to campus facilities for a few days before and after the official Congress dates for setting up and winding down the event.

During this period, classes should be scheduled to minimize conflicts with Congress activities, and, to the degree possible, construction and renovations should be planned to minimize impediments to the event.

Regular business hours for campus facilities and services, including on weekends and holidays, may need to be extended during the Congress period.





Roles and responsibilities

Congress is built on partnership, and the Federation will consult and collaborate with its institution partner at every stage in the planning process. The resulting partnership will be flexible and responsive, empowering the institution to decide the precise nature, timing, and extent of its Congress contributions.

Federation

The Federation is accountable for planning and organizing Congress, and its experienced team are responsible for:

- Setting up and managing registration (online and on site)
- Setting up the Information Centre and the Congress Expo
- Hiring and supervising temporary student workers
- Recruiting Congress volunteers
- Liaising with scholarly associations
- Contributing to the development of a Congress theme and logo
- Contributing to the development of two streams of open programming at Congress: the Big Thinking lectures and Career Corner workshops

See Annex A for a more complete list of the Federation's responsibilities.

Partner Institution

The partner institution's primary responsibility is to open its campus to Congress attendees. This consists of creating a safe, inclusive, and welcoming environment for all participants and providing the facilities and services to support a wide range of scholarly activities.

Specifically, the institution has supportive roles to play in Congress operations and Congress programming.

Operationally, the institution provides the necessary space and support services for:

- Up to 70 scholarly association conferences, including meetings and special events, e.g. banquets, luncheons, receptions
- Congress Hub, including Expo and Registration
- Federation programming open to all Congress attendees, including Big Thinking lectures and Career Corner workshops

In addition, the institution is required to provide all available residence rooms for use by Congress participants.

Programming

Congress is greatly enriched by the host institution's vision, values, relationships, and expertise. While scholarly associations manage most Congress programming within their respective conferences, the partner institution has valuable contributions to make at key milestones in the planning cycle. This includes leading the development of the Congress theme, two streams of programming, as well as socializing and networking opportunities.

See Annex B for a more complete list of partner institution responsibilities.



Structure

The partner institution has broad authority to decide how it wishes to structure and organize its role in Congress. However, based on previous experience, the Federation requests that the partner institution appoint at least two Congress positions: Project Manager and Program Lead, both 12 to 14 months prior to Congress.

Project Manager

This is an individual who is familiar with the institution and who can liaise directly with senior administration and faculty for the provision of facilities, services, and support required for Congress (AV, catering, IT, hospitality, accessibility, EDI, and more). This person should have project management skills, and the ability to manage the planning and implementation of a large-scale, multi-faceted event. To support the Project Manager, and facilitate the most effective internal collaboration, it is recommended that the partner institution establish a Congress Operations Committee.

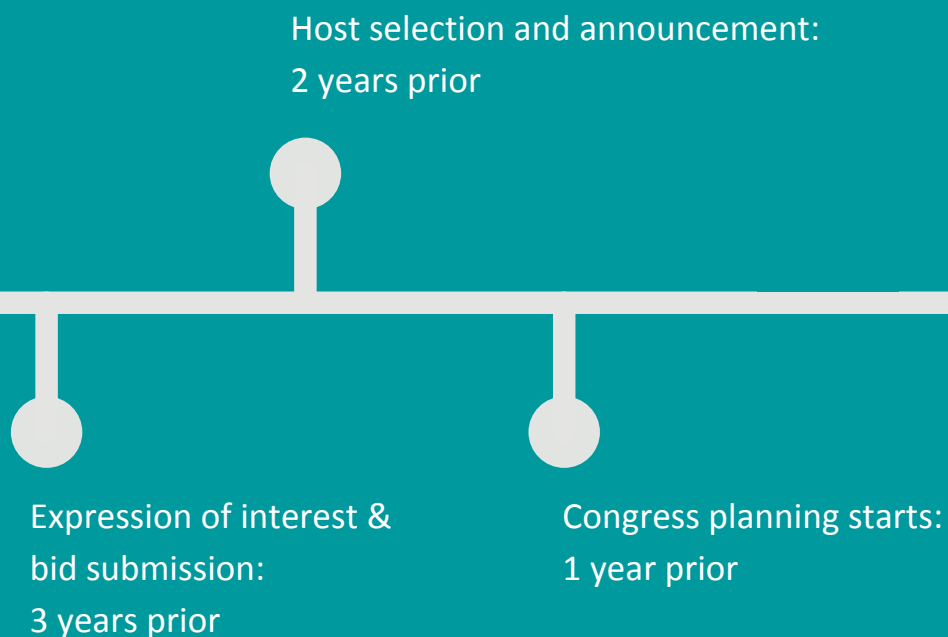
Program Lead

This position is the institution's primary academic liaison with the Federation, scholarly associations, community partners, and stakeholders inside the institution itself, and should be a well-respected member of the institution community who is connected to administration and faculty.

Key responsibilities include consulting with stakeholders; leading the development of a Congress theme; leading the development of select Congress programming (Big Thinking, Career Corner); participating in planning meetings with the Federation; and overseeing any optional programming that the partner institution chooses to undertake.



Planning timeline



Annex A

Federation Responsibilities

The Federation will be responsible for the following, pre-Congress, during Congress, and post-Congress.

Pre-Congress

Administration

- Act as primary liaison with participating associations, Local Arrangement Coordinators and Program Chairs.
- Obtain association programs and facilitate interdisciplinary collaboration among associations.
- Set up and manage registration (online and on site) for all participating associations and attendees.
- Arrange and oversee agreements with local hotels and residences.
- Design, maintain and supply a software system (online “Congress Organizers Portal”) to facilitate the request of meeting spaces, audio-visual, catering and furnishings for associations and the Federation.
- Provide training and support to the Project Manager and Program Lead on the use of the Congress Organizers Portal.
- Manage the application, selection and scheduling of Congress contract workers, including development of the application infrastructure and managing the hiring and payment process.

Communications

- Develop the content and manage the presentation for the Congress Planning Meeting.
- Lead email marketing campaigns targeted to all potential and registered attendees.
- Oversee the design, printing and distribution of a Planning Guide for association organizers.



- Lead the Congress communications plan, including outreach to associations, institutions and policy-makers interested in participating and attending.
- Develop, host and maintain Congress-related web content on the Federation website.
- Set up and manage the online calendar of events, which includes all programming and events open to the public and all Congress attendees.

Programming

- Contribute to the development of the Big Thinking lecture series led by the partner institution.
- Contribute to the development of Career Corner workshops led by the host institution and other partners.
- Manage existing and develop new funding partnerships in support of associations and other Congress programs.

During Congress

- Deliver a series of Federation-led interdisciplinary events open to all attendees and the public (Big Thinking, Career Corner).
- Direct media relations activities in concert with the appropriate offices at the partner institution.
- Organize and manage the Congress Expo tradeshow, and manage the schedule of events for the Expo Event Space(s).
- Maintain an Information Centre providing a point of contact and triage centre for associations and individuals for audio-visual, catering, lost and found, programming, accessibility requests, etc.

Post-Congress

- Maintain, manage and reconcile all association registration revenues with association expenditures.
- Pay expenditures charged to the associations' individual accounts at the institution, upon receipt of one final invoice from the institution.

Annex B

Partner Institution Responsibilities

The institution is accountable for providing:

Logistics

- Classrooms and gathering spaces for:
 - 65 to 75 scholarly association conferences, including meetings and special events (e.g. banquets, luncheons, receptions);
 - Congress events and administration, including Expo, Registration; Big Thinking lectures; Career Corner workshops; and administrative/meeting spaces for Congress organizers.
- All available residence rooms.
- Accessible meeting spaces, residences, and services for attendees with disabilities; access to gender-neutral bathrooms.
- Security and health services at a level similar to the academic-year.
- Operational services and support, including catering, audio visual, information technology, facilities, hospitality, housing, ombudsperson, accessibility, storage, transportation, and signage (wayfinding and directional).
- High-quality food services with the ability to meet extra demand during the day, after hours, and on the weekend.
- Access for attendees to reasonably-priced computing, printing, and food and beverage outlets.

Programming

- Lead the development of a Congress theme.
- Lead the development of two streams of open programming:
 - Big Thinking lecture series (4 headline lectures/panels).
 - Career Corner professional development workshops (6 to 10 workshops).
- Promotion of Congress within the institution's academic community, including opportunities for student contractors, volunteers, and scholarly association organizers and program-committee members.
- Work to develop and approve protocols for recognition of Indigenous peoples and territories for use by participating scholarly associations.
- Work to ensure members of equity-deserving groups are engaged, supported and represented in Congress planning, including Black, Indigenous, racialized, LGBTQ2S+, and people with disabilities.

Contact

*Thank you for your interest in hosting
the largest academic gathering in
Canada.*



Karine Morin

President and CEO
Federation for the Humanities
and Social Sciences

Ottawa

kmorin@federationhss.ca

www.federationhss.ca

