

congress 2022

OF THE HUMANITIES AND SOCIAL SCIENCES

Transitions



Planning Guide



FEDERATION FOR THE
**HUMANITIES AND
SOCIAL SCIENCES**

www.federationhss.ca/congress2022

#Congressh

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1.0 About Congress

1.1 About the Congress theme: *Transitions*

Congress 2022 comes at an extraordinary time, as we hope to finally emerge from a global pandemic that has stolen millions of lives and disrupted the world as we knew it.

At this crucial moment, Congress invites participants to reflect on the past two years of the COVID-19 pandemic, and to lead challenging new conversations that can help us understand and shape our changing reality.

Congress 2022 will feature a thought-provoking mix of panels, presentations, speakers, and workshops addressing issues of social and racial injustice and other pressing challenges for Canada and the world. The Congress program will enable participants to examine and strengthen their commitment to Equity, Diversity, Inclusion, and Decolonization (EDID), and build collaborative strategies to entrench these principles in our disciplines, institutions, associations and in Congress itself.

Our theme is Transitions, and our goal is to inspire ideas, dialogue, and action. At Congress 2022, we invite members of the social sciences and humanities community to re-imagine the world we inhabit, so that together we can build a future that is more diverse, sustainable, democratic, and just.

1.2 About the Federation

The Federation for the Humanities and Social Sciences promotes research and teaching for the advancement of an inclusive, democratic and prosperous society. With a membership now comprising over 160 universities, colleges and scholarly associations, the Federation represents a diverse community of 91,000 researchers and graduate students across Canada. The Federation organizes Canada's largest academic gathering, the Congress of the Humanities and Social Sciences, bringing together more than 8,000 participants each year.

The Federation office is located on the unceded territory of the Algonquin Anishinabe Nation. We extend our respect to all First Nations, Inuit, and Métis peoples for their valuable contributions, past and present.

federationhss.ca

1.3 Planning an equitable, diverse, inclusive and decolonized Congress

The Federation is committed to Equity, Diversity, Inclusion, and Decolonization, and improving accessibility for Congress participants.

We are taking action on "Igniting Change," the independent report prepared by the Congress Advisory Committee on Equity, Diversity, Inclusion, and Decolonization (AC-EDID). Since publicly endorsing the report last spring, we have begun to follow up on all 43 of the Committee's final recommendations.

Advancing accessibility at Congress will require the contribution of all participating associations and attendees. When planning your annual association conference, we ask that you consider budgeting for accessibility provisions such as, closed-captioning in English and French, simultaneous interpretation, and ASL (LSQ) interpretation.

When selecting your keynote speakers and conference topics, we encourage you to create a diverse program, and welcome scholars with a mix of expertise, backgrounds and experiences.

There will be several opportunities to work together to make your conference and Congress more equitable, diverse, inclusive, and decolonized with more information provided at the Planning Meeting and throughout the planning cycle.

Additional information and ongoing updates on the Federation's commitment to EDI and decolonization can be found at: federationhss.ca/edid.

2.0 Your involvement

2.1 Your association's organizing team

As an association organizer for Congress 2022, you play a very important part in the overall success of Congress by ensuring a smooth flow of communication between your association and the Federation.

2.1.1 Program Chair (PC)

Responsible for planning and promoting your association's conference, such as:

- Coordinating your association's call-for-papers and scheduling sessions
- Planning the conference program and sharing it with the Federation and your association's membership
- Facilitating promotion of your association's conference and providing email lists to the Federation
- Applying for funding opportunities to enhance your association's program
- Submitting Open Event Listing Forms to identify programming your association would like to share with other attendees
- Encouraging your association to explore the main Congress theme through its own disciplinary lens
- Completing all tasks and meeting deadlines in the Congress 2022 planning cycle
- Reading the organizer's emails to ensure you remain current on any updates, and acting on any instructions
- Attending the virtual *Countdown to Congress* meetings
- Relaying messages of importance to your association members regarding registration and online amenities
- Promoting relevant open events at Congress to association attendees (e.g. *Big Thinking* and *Career Corner*)
- Verifying that the information posted online about your association at federationhss.ca/congress-conferences is complete and up to date
- Reviewing and approving your association's Congress invoices and completing the organizer's survey and providing feedback to the Federation

2.1.2 Virtual Project Liaisons

In November 2021, your association will be introduced to a Virtual Project Liaison (VPL). Your VPL will serve as a liaison between your association and the Federation for all Congress related information.

Your VPL will:

- Guide and provide recommendations on your conference structure and scheduling for a virtual format
- Help to complete your Congress tasks and deliverables, including the completion of online forms
- Conduct virtual rehearsals for live presentations with your speakers (speaker drop-in clinics)
- Conduct VIP/Keynote speaker rehearsals
- Support your chairs/moderators, manage polls, and/or breakout during virtual sessions
- Work behind the scenes during Congress 2022 to ensure your conference runs smoothly

2.1.3 Local Arrangement Coordinator (LAC) – *Optional*

The choice to assign a Local Arrangement Coordinator (LAC) is optional for Congress 2022. We anticipate that this role won't be necessary for most associations, given this year's virtual format and the support that your association will receive from your VPL. Some larger associations may still benefit from recruiting a LAC to assist with logistical arrangements or provide support to the PC.



2.2 Organizers task checklist

You are responsible for completing each of the following tasks by submitting the appropriate online form in the Organizers Portal (federationhss.ca/organizers-portal) by the deadline. You will receive your Organizers Portal access details via email.

✓	Activity	Start date	Deadline	Page
	Begin conference program planning	November 8, 2021	Ongoing	22
	Attend <i>Countdown to Congress</i> meeting	November 4, 2021		10
	Submit Association Signing Authority Form	November 8, 2021	November 12, 2022	15
	Submit Association Conference Fees Form	November 8, 2021	November 19, 2022	16
	Upload your association membership email list	November 8, 2021	November 26, 2022	38
	Submit Association Conference Details Form (including your association's logo)	November 8, 2021	November 26, 2021	40
	Attend <i>Countdown to Congress</i> meeting	December 2, 2021		22
	Submit your Request Virtual Event Spaces Form	November 8, 2021	December 10, 2021	23
	Attend <i>Countdown to Congress</i> meeting	January 13, 2022		10
	Virtual Congress platform admin users updated (send list to the Organizers email)	November 8, 2021	January 14, 2022	-
	Apply for funding from the International Keynote Speaker Support Fund	November 8, 2021	January 31, 2022	26
	Apply for funding from the Aid for Interdisciplinary Sessions Fund	November 8, 2021	January 31, 2022	27
	Verify that the information posted at federationhss.ca/congress-conferences is correct	December 3, 2021	Ongoing	22
	Monitor your association's registration list to ensure all attendees are registered properly (registration opens early January; early-bird deadline is March 31)	January 2022	Ongoing	18
	Attend <i>Countdown to Congress</i> meeting	February 3, 2022		10
	Association greeting lounge draft content upload	February 1, 2022	February 25, 2022	34
	Attend <i>Countdown to Congress</i> meeting	March 3, 2022		10
	Submit Open Event Listing Form (optional)	November 8, 2021	March 4, 2022	24
	Submit Session Outline Form	February 7, 2021	March 10, 2022	31
	Submit preliminary conference program (PDF)	November 8, 2021	March 25, 2022	23
	Register your complimentary pass recipients	January 2022	March 31, 2022	19
	Attend <i>Countdown to Congress</i> meeting	April 7, 2022		10
	Request audio-visual and final session adjustments	March 4, 2022	April 8, 2022	33
	Association greeting lounge final content adjustments	February 25, 2022	April 8, 2022	34

Continued on next page

✓	Activity	Start date	Deadline	Page
	Apply for funding from the Congress Graduate Merit Award	January 2022	April 12, 2022	28
	Submit final conference program (PDF)	March 11, 2022	April 15, 2022	23
	Confirm event orders from the Federation for all meeting rooms	April 18, 2022	April 22, 2022	29
	Upload on-demand videos (MP4) and presentation materials (PDF) to Federation server	March 18, 2022	April 22, 2022	29
	Make open event listing changes (if applicable) *Changes made after April 29 will not appear on the website or Congress platform	March 4, 2022	April 29, 2022	24
	Congress 2022 takes place	May 12, 2022	May 29, 2022	-
	Participate in the post-Congress association organizers teleconference	May 26, 2022		10
	Respond to the association organizers survey	May 20, 2022	June 3, 2022	-
	Submit report for International Keynote Speaker Support Fund and Aid for Interdisciplinary Sessions Fund (if applicable)	May 20, 2022	June 10, 2022	26+27
	Submit Congress 2023 association agreement to attend	May 20, 2022	June 17, 2022	-
	Review Congress 2022 account statements	Summer 2022		4

2.3 Organizers tools

2.3.1 Congress 2022 information on the Federation website

The Congress 2022 section of the Federation’s website holds an abundance of information for attendees of Congress 2022, including information on registration, media outreach, and programming.

In September 2021, the Federation unveiled a refreshed brand and new website. All information pertaining to Congress now lives within the Federation’s corporate site, creating a one-stop shop for the humanities and social sciences community!

We encourage you to become familiar with the Congress section of our website so that you can point your members in the direction of relevant Congress information. Our website is also your connection to the Organizers Portal – you’ll find a direct link from the Congress drop-down menu and within the website’s footer.

federationhss.ca/congress

congress2022.ca

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Welcome to the largest academic gathering in Canada

May 12 - 20, 2022

Congress 2022 will take place virtually

Here you will find all information pertaining to Congress, including registration, programming, association details, and more. We can't wait to see you next year.

Congress 2022
Find out what's in store for next year; you don't want to miss it!
[Take me to Congress 2022 >](#)

Expo
Discover the largest showcase of academic books in Canada
[Browse Expo >](#)

FAQ
Questions about Congress? Good, we have answers
[Visit the FAQ >](#)

2.3.2 Organizers Portal

The Organizers Portal (federationhss.ca/organizers-portal) is a web-based secure hub specifically designed to provide association organizers for two important purposes:

- To share supporting resources and association data to help you plan your association conference
- To collect your association's conference information and requests that will allow the Congress teams at the Federation to support you

In the Organizers Portal, you can:

1. View your association's account details and demographics
2. Track your task deadlines and submit online forms and requests
3. Get real-time reports on your room allocations, conference registrations and the completed forms
4. Find details on each *Countdown to Congress* meeting ([see section 2.3.4](#))
5. Browse a number of guides and resources to help plan your conference, including:
 - The web-version of this year's *Planning Guide*
 - A video recording of the Congress 2022 Planning Meeting
 - Tip sheets for presenting virtually and navigating the virtual event platform
 - The audio-visual menu
6. Review historical data on your association's past conferences to project your budget and logistical needs. Data is available on the following:
 - Total number of registrations per year
 - Past conference fees per registration category
 - Previous registration revenue and logistics expenses (catering, audio-visual, virtual expenses, etc.)
 - Number of allocated rooms per size category
 - Contact names of past PCs and LACs
7. Catch-up on missed messages in the email archives section
8. Download a variety of Congress-branded templates and logos available for use by associations ([see section 6.2](#))

The screenshot shows the Organizers Portal interface. At the top, there is a navigation menu with links for Home, Tasks & forms, Reports, Meetings, Resources, Virtual Tool Kit, Historical Data, and Language. Below the navigation is a large banner image with the text "Organizers Portal" overlaid. Underneath the banner, there is a purple bar with the text "Welcome Laura Chajkowski" and "Representative of: 1000 - Federation for the Humanities & Social Sciences / Fédération des sciences humaines". Below this, there is a section titled "Your one stop for Congress resources!" with a brief description of the portal's purpose. At the bottom, there is a section titled "ASSOCIATION DETAILS" with the following information:

Program Chair (PC): Hannah Pavick	Association Conference dates: May 12, 2022 - May 20, 2022	Estimated attendance: 200
Local Arrangement Coordinator (LAC): Laura Chajkowski CMP CMM DES	Congress acct #: FHSS1000 Federation member: Yes	# Comp passes available*: 2
		# CGMA Awards: 2

*Comp pass links available under Tasks & forms

2.3.3 Organizers emails

Leading up to Congress, as a PC, you'll receive bi-weekly emails (beginning in mid November) with upcoming task and deadline reminders, programming news and more. Other association representatives/organizers may also receive this emails series. It is your responsibility to read these emails and share all relevant information with your members and colleagues. If a task or deadline does not apply to you, communicate the information to the appropriate person within your association.

Please make sure you add organizers@federationhss.ca to your email safe senders list and check your spam folder/contact your IT department if you notice that you are not receiving these emails. All of these emails are available for reference in the email archives on the Resources tab of the Organizers Portal. You can also send an email to organizers@federationhss.ca for assistance.

2.3.3.1 Other types of emails

The Federation acts as the sole distributor of all official Congress email communications to prospective and registered attendees. As an organizer, you'll also receive emails from the following campaigns:

- **Registration emails and reminders:** Once registration opens, the Federation starts emailing prospective attendees about the benefits of registering and attending Congress (between January and May). These emails include programming sneak-peeks, reasons to attend Congress, early bird incentives, virtual participation tips, etc.
- **Weekly and daily emails:** Congress weekly is a series of weekly emails starting in mid-April, with four to six stories per email. These emails go to individuals who have registered for the current Congress, and provide program updates, tips for planning their attendance, and the latest news. Today at Congress is a daily email series sent to all attendees during Congress. These emails provide a snapshot of daily programming, events not to miss, fun facts, tips for virtual participation, etc.

These emails will come from congress@federationhss.ca. Be sure to add this email address to your safe-senders list, so that you don't miss important information to share with your members.

It is important that you also read these emails to stay up to date on Congress news and reinforce important messages to your members (be they prospective or already registered attendees).

2.3.4 Countdown to Congress meetings

Starting in the fall, the Federation hosts monthly *Countdown to Congress* meetings on Zoom for PCs, LACs, and other association representatives/organizers to attend. These meetings are your chance to ask questions and share ideas in a group environment. For 2022, we'll be testing out a new, more interactive, meeting format. Prior to the meetings, we'll circulate a call for questions, where you can pose your question in advance of the meeting. Meetings will then begin with a brief update and announcement of upcoming deadlines by Federation staff, followed by a Q&A session where we will respond to both your submitted and on-the-spot questions.

You can submit questions on the following topics (questions can fall outside of this topic list):

- Requesting rooms for conference spaces and completing your session outline
- Developing your conference program

- Media outreach program
- Your association’s open events
- Funding opportunities
- Managing conference registrations
- Indigenous guidelines and protocols
- Creating an accessible conference
- Submitting audio-visual requests

Videoconference access and instructions for submitting questions ahead of each meeting will be shared via the Organizers email series.

The meeting dates for Congress 2022 are:

- November 4, 2021 – 14:00 to 15:00 ET
- January 13, 2022 – 12:30 to 13:30 ET
- February 3, 2022 – 12:30 to 13:30 ET
- March 3, 2022 – 12:30 to 13:30 ET
- April 7, 2022 – 12:30 to 13:30 ET

Please come prepared with your virtual *Planning Guide*!

A post-Congress virtual meeting for organizers will also take place on May 26, 2022. This will be your opportunity to share your Congress 2022 feedback with us, and learn more about your association’s post-Congress tasks.



3.0 Registration and finances

3.1 Association conference schedule (draft)

The following schedule indicates the meeting dates for each association's conference, as submitted by you and your fellow organizers. Prospective attendees can view the list of association conference on our website at federationhss.ca/congress-conferences.

N°	Association (listed by conference date)	TH	F	SA	S	M	T	W	TH	F
		M12	M13	M14	M15	M16	M17	M18	M19	M20
315	Canadian South Asian Studies Association (CSASA)	✓								
51	Canadian Society for Renaissance Studies (CSRS)	✓	✓	✓						
92	Canadian Association for Studies in Co-operation (CASC)	✓	✓	✓						
297	Canadian Association for Food Studies (CAFS)	✓	✓	✓						
39	Canadian Society for the History and Philosophy of Mathematics (CSHPM)		✓	✓	✓					
56	Canadian Association of Slavists (CAS)		✓	✓	✓					
58	Society for Socialist Studies (SSS)		✓	✓	✓					
225	Canadian Association for the Study of International Development (CASID)		✓	✓	✓					
256	Canadian Association of Applied Linguistics (CAAL)		✓	✓	✓					
300	Association for Nonprofit and Social Economy Research (ANSER)		✓	✓	✓					
42	Canadian Society for the Study of Names (CSSN)			✓						
43	Canadian Association for the Advancement of Netherlandic Studies (CAANS)			✓	✓					
210	Hungarian Studies Association of Canada (HSAC)			✓	✓	✓				

✓ = Association conference dates

N°	Association (listed by conference date)	TH M12	F M13	SA M14	S M15	M M16	T M17	W M18	TH M19	F M20
21	Association des professeur.e.s de français des universités et collèges canadiens (APFUCC)			✓	✓	✓	✓			
316	Association internationale d'étude des littératures et cultures de l'espace francophone (AIELCEF)			✓	✓	✓	✓			
15	Canadian Society for the Study of Education (CSSE)			✓	✓	✓	✓	✓	✓	✓
16	Canadian Society for the Study of Higher Education (CSSHE)				✓	✓	✓			
23	German Studies Canada (GSC)				✓	✓	✓			
45	Canadian Society of Patristic Studies (CSPS)				✓	✓	✓			
217	Canadian Association for the Study of Adult Education (CASAE)				✓	✓	✓			
26	Canadian Historical Association (CHA)					✓	✓	✓		
238	Bibliographical Society of Canada (BSC)					✓	✓	✓		
240	Canadian Association for Translation Studies (CATS)					✓	✓	✓		
75	Canadian Association of African Studies (CAAS)					✓	✓	✓	✓	
314	Open/Technology in Education, Society, and Scholarship Association (OTE SSA)					✓	✓	✓	✓	
25	Canadian Society for the History and Philosophy of Science (CSHPS)					✓	✓	✓	✓	✓
59	Canadian Sociological Association (CSA)					✓	✓	✓	✓	✓
9	Canadian Society of Church History (CSCH)						✓	✓	✓	
276	Association canadienne d'études francophones du XIXe siècle (ACÉF XIX)						✓	✓	✓	
305	Canadian Association for Work and Labour Studies (CAWLS)						✓	✓	✓	

✓ = Association conference dates

N°	Association (listed by conference date)	TH	F	SA	S	M	T	W	TH	F
		M12	M13	M14	M15	M16	M17	M18	M19	M20
47	Canadian Philosophical Association (CPA)						✓	✓	✓	✓
105	Canadian Communication Association (CCA)						✓	✓	✓	✓
259	Environmental Studies Association of Canada (ESAC)							✓	✓	✓
311	Canadian Society for the Study of Comics (CSSC)								✓	✓

✓ = Association conference dates

3.2 Association accounts and financial information

Association conference fees are collected by the Federation on behalf of associations through the Congress Registration System, and can help defray costs, including but not limited to: audio-visual services, association greeting lounges, and honoraria.

To manage this process, a Congress account is set up for each association. Your Congress account number will be posted on your dashboard in the Organizers Portal ([see section 2.3.2](#)).

NOTE: Associations are responsible for direct payment to any contracted third party service providers.

3.2.1 Association signing authority

Individuals that you identify on the Association Signing Authority Form will be given signing authority for the purpose of Congress. Only these individuals can make requests and charge expenses against your Congress account, such as the base AV package, association greeting lounge/lounge charges, and association assistant wages. It is recommended to designate your President and PC at minimum, though you can designate as many Congress signing authorities as you deem appropriate for your association. Updates can also be made at any time should changes be required – email us at organizers@federationhss.ca.

▶ ACTIONS

- Submit the Association Signing Authority Form in the Organizers Portal (federationhss.ca/organizers-portal) by November 12, 2021.
- At any time, if updates to signing authorities need to be made, contact us at organizers@federationhss.ca.

3.2.3 Congress invoicing

After Congress, the Federation consolidates your revenue and expenses once invoices have been received from suppliers. Your association's expenses will be deducted from the revenue we collected from your registration fees. Your association will receive a statement of expense and revenues for review, and upon receipt you will have 10 business days to review. After 20 business days if no response is received, we will determine that the statement of revenue and expenses is correct and no further adjustments will be accepted. The balance of the account will be remitted to your association, or in the case where expenses exceed revenues, an invoice will be issued.

3.3 Registration

3.3.1 Registration fees

The registration fees are broken down into two components: the **Congress fees** and your **association conference fees**.

The payment of both fees is mandatory for all attendees, including organizers, program coordinators, speakers, presenters, panelists, association administration/management, and those chairing or attending a session.

The Federation reserves the right to charge associations the Congress registration fees for any of your attendees (including speakers, presenters, panelists, administrators, managers, organizers and those chairing or attending a session) who attend sessions and fail to register.

NOTE: To access the virtual Congress platform all attendees (as listed above) must be registered.

3.3.1.1 Congress fees

The Congress fees are set by the Federation and vary depending on the category (retired, student, unwaged, or regular attendee). The revenue collected supports the long-term development of Congress and keeps the annual meeting format viable by ensuring that infrastructure and services are in place from year to year. The following are some of the activities covered:

- Managing the registration process including the cost of credit card merchant fees
- Planning and coordinating logistical services for attendees
- Supporting the associations through the planning process
- Administering funding support to associations
- Covering the cost of the virtual platform hosting fees
- Promoting Congress and association activities, including media outreach

There is an early-bird discount for those who register before March 31, 2022.

Congress Fees	Early-bird rate (prior to March 31)	Regular rate (as of April 1)
Regular attendee	\$150	\$185
Student, retired and unwaged attendee	\$55	\$80

3.3.1.2 Association conference fees

Each association is responsible for setting their association conference fees. It is recommended to keep the conference fee structure simple in order to create a user-friendly registration experience for attendees. 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. Fees for banquets or other optional functions or events must also be submitted at the same time.

NOTE: Fees cannot be changed – nor functions added – once registration opens early-January. Associations should plan to include a virtual conference fee.

Attendees should only be directed to the official Congress 2022 website to register, as indicated in the Terms and Conditions of the Association Opt-in Form. Therefore, the use of other commercial/external registration systems or sign-up programs are prohibited. The only exception is the use of “call-for-papers” or similar software which you may use in managing program requirements.

NOTE: Your association’s conference fees **do not include** your association’s membership fees. The Congress Registration System is not connected to any association’s membership system. It is your association’s responsibility to verify membership status.

TIPS

- ▶ For help determining fees, review your association’s historical data in the Organizers Portal (see #6 in [section 2.3.2](#)) to compare registration numbers against the revenue and expenses in a given year, as well as the fees charged for the past three years.
- ▶ Ensure that all costs are considered in developing your association’s conference budget for the current year. In addition to audio-visual costs and association greeting lounge costs, your association should consider the costs associated with keynote/general session speakers.

ACTION

- Set your fees by submitting the Association Conference Fees Form in the Organizers Portal (federationhss.ca/organizers-portal) by November 19, 2021.

3.3.1.3 Complimentary access for Black and Indigenous attendees

For 2022, we are offering complimentary access for Black and Indigenous participants under the following categories:

- **Complimentary conference pass for Black and Indigenous student participants** – A student attendee participating at your conference, who self-identifies as Black or Indigenous, will receive complimentary Congress registration. In mid-January 2022, your association will receive a unique registration link to share with your Black and Indigenous student attendees.
- **Complimentary community pass for Black and Indigenous participants** – Community members who are not participating in an association conference and who self-identify as Black or Indigenous will receive a complimentary Community pass to attend open events only. Read the following section ([section 3.3.1.4](#)) for the community pass definition and eligibility requirements.

3.3.1.4 Community pass for open events only

Individuals who have a passion for the humanities and social sciences, work or study within the field, or want to experience Congress, AND only wish to attend Congress open programming, including *Big Thinking* lectures, *Career Corner* workshops, association open events and Expo, can purchase a community pass. Attendees who choose this option will not receive access to association conferences. Please note that your conference's speakers are not eligible to register with a community pass. Community passes will be available beginning in April 2022.

3.3.2 How to register

Log in to the Congress Registration System from our website (federationhss.ca/congress-register) beginning in early January until May 20, 2022. If you are new to Congress, you will be prompted to create a new account. Those who have attended Congress in a previous year (2019 to 2021) will be prompted to enter their existing email address and password. A new password can be created with an existing email address if the old password is forgotten.

Once registered, you and your attendees can return to the Congress registration system to:

- Print your registration receipt
- View/update your personal information
- Add another association's conference
- Request a refund (before April 15, 2022)

Registration hours during Congress

The virtual registration desk will be open on May 12 to May 19 from 10:00 to 19:00 ET and May 20 from 10:00 to 16:00 ET.

Payment options

Credit cards only (Visa, Visa/debit, MasterCard, MasterCard/debit, and American Express). Cash and cheques will not be accepted.

▶ ACTIONS

- All association organizers (PCs, administrators, presidents, treasurers, etc.) are required to register. [See section 3.3.4](#) about eligibility for complimentary passes.
- Ensure that all of your participating presenters, panelists, chairs and members register via federationhss.ca/congress-register.

3.3.3 Registration reports

Organizers are able to view real-time reports of all attendees who have registered for their association's conference in the Organizers Portal ([see illustration in section 2.3.2](#)). Registration reports will provide organizers with a listing of all attendees' contact information, the total fees paid per registrant, and registration totals per fee category. You are expected to regularly download registration reports to keep

track of your conference attendees. If a presenter or panelist's name is not listed in the reports, then that person has not registered and should be contacted to do so. Reports should also be audited to ensure that appropriate registration rates are selected for members and non-members of your association.

▶ ACTION

- Review the list of attendees who have registered for your association's conference by clicking the corresponding link in the Reports section of the Organizers Portal (federationhss.ca/organizers-portal).
-

3.3.4 Complimentary passes

Member associations of the Federation receive complimentary passes for a limited number of attendees. Associations often allocate these complimentary passes to special guests, invited attendees from abroad, Program Chairs, Local Arrangement Coordinators, Presidents, administrators, and other organizers. Both the Congress fee and the association conference fee will be waived. Please inform your complimentary guests NOT to register for Congress themselves. Your association will be provided with a customized link to register your complimentary passes in early January 2022.

The number of complimentary passes granted to each member association is based on the following:

Number of attendees at previous Congress	Number of complimentary passes granted for Congress 2022
5 – 50	2
51 – 150	4
151 – 300	6
301 – 400	8
401 – 500	10
501 – 600	12
601 – 700	14
701+	16

The number of complimentary passes granted to your association for Congress 20221 is posted on your dashboard in the Organizers Portal ([see section 2.3.2](#)).

NOTE: If your intended recipients have already registered and paid their fees, you can email us for a refund. Please notify your guests about the refund being processed. If your association requires more than your allotted number of complimentary passes, you can purchase additional passes at the association's expense during the registration process. To benefit from the early-bird rate for each additional pass, it is important to register your guests before March 31. Please email organizers@federationhss.ca with any questions. Refer back to [section 3.1.1.3](#) for information on complimentary access for Black and Indigenous attendees.

3.3.5 Code of Conduct

We work actively to foster a diverse, welcoming, and inclusive global community of scholars and practitioners, and are therefore dedicated to the creation of a safe, respectful, and collegial experience for all attendees of Congress.

As part of the registration process, individuals must review and agree to the Federation's Code of Conduct.

▶ ACTION

- Review the Federation's Code of Conduct: federationhss.ca/code-of-conduct.
-

4.0 Programming

Put simply, Congress is the convergence of scholarly associations, each holding their annual conference under one umbrella. Every year, for over 90 years, we've collaborated with a partner university, participating scholarly associations, and partners to bring you inspiring presentations, panels, workshops, and cultural events.

4.1 Federation and partner programming

The Federation, associations, partners, exhibitors and sponsors organize both academic and cultural open events during Congress. You will find these under a variety of programming streams including, *Big Thinking*, *Career Corner*, and Congress Expo.

These events are open to all registered attendees and to the public registering with a community pass. To find opportunities for your association to be involved in this programming, and to see the published schedule of events, please see federationhss.ca/congress-program.

▶ ACTION

- Find opportunities for you association to be involved in this programming at federationhss.ca/congress-program. Please monitor the schedule of events and consider relevant programming in your association's conference program for your members to enjoy.
-

4.1.1 *Big Thinking* lectures

Big Thinking is a series of lectures bringing together high profile leading scholars and public figures who present forward-thinking research, ideas, and solutions to the critical questions and issues of our time. The series is open to all registered attendees and members of the public registering with a community pass.

The *Big Thinking* lecture series is made possible by the generous support of our series sponsors, not by funds generated through Congress registration fees.

▶ ACTION

- Please include the *Big Thinking* lineup in your association's conference program for your members to enjoy.
-

4.1.2 Career Corner

Career Corner is a professional development workshop series where everyone from graduate students to established faculty members can gain practical advice and insight into how to advance their academic careers, publish and market their research, improve their capacity to navigate complex and pertinent classroom issues, and find out about careers outside of academia. The workshops are free and open to all Congress attendees and members of the public registering with a community pass.

▶ ACTION

- Please include the *Career Corner* workshops in your association's conference program for your members to enjoy.
-

4.1.3 Congress Expo

Congress Expo provides a chance to browse Canada's largest showcase of academic books, and network with a variety of publishing companies who want to connect with you and chat about publishing opportunities.

Open to all registered attendees, Congress Expo historically features 50+ exhibitors who lead thought-provoking discussions, career presentations, and book launches and signings.

Many of these exhibitors want to connect with the members of particular associations. Exhibitors may want to sponsor programming, offer your members special promotions, or invite them to events such as book launches. The Federation will be encouraging and facilitating connections between exhibitors and associations. We welcome you to suggest new exhibitors that may be of particular interest to your members, such as:

- Publishers
- Academic software/hardware vendors
- Research centres and think tanks
- Granting agencies
- Service providers

Visit federationhss.ca/congress-expo for Expo updates and a list of this year's exhibitors. Exhibitor events will be listed on the calendar of open events: federationhss.ca/congress-program.

NOTE: Expo hours: 11:00 – 16:00 daily

▶ ACTION

- List Expo in your association's conference program and email your exhibitor suggestions to expo@federationhss.ca.
-

4.1.4 Networking lounge

The Federation will host a networking lounge during Congress – a space to meet other scholars and community members, and to continue conversations on issues of interest to our humanities and social sciences community. The networking lounge will serve the following purposes:

- A place for attendees to chat by text or face-to-face with Zoom video
- The opportunity for associations, as well as our partners and sponsors, to host informal gatherings, social events and conversations, open to all attendees
- A resource centre with various information such as program highlights, upcoming social events, and wellness tips, etc.

If you have an idea for a networking lounge gathering or event, please email us at organizers@federationhss.ca.

4.2 Association programming

Your association will have its own conference page on the Congress section of the Federation's website: federationhss.ca/congress-conferences. These pages are high-traffic areas (over 50,000 people visit them between January and June each year) where your members, as well as members of other associations or the public, will look for details about your conference before, during or after registering for Congress. Many individuals base their decision to attend from what they see on these pages. Consider this space as a marketing tool to encourage individuals to attend your conference!

4.2.1 Your association conference details

The first step to populating your association web page is to complete the Association Conference Details Form prior to November 15, 2021. The purpose of this form is to gather an overview of your conference that will invite interest from potential attendees and prompt them to register. This is your opportunity to showcase your conference and tell the world what your association is up to!

When writing your conference description or rationale, think long term. Attendees who have a great conference experience take away a great deal more than information from specific sessions. Tell them what they can expect to take away from yours and feature the exceptional by highlighting high-profile speakers and research stars. This is your opportunity to showcase your conference and possibly gain new members/attendees!

The Federation will publish the details provided in these forms on each association page on the Congress 2022 website within three business days after submission.

NOTE: Submitting this form does not replace the need for you to submit the PDF of your conference program.

TIPS

- ▶ Use a hook. Begin with a catchy title, a great opening line, a way to catch the reader's attention. This description is a "sales tool" and will "sell" your conference.
- ▶ Be clear. Use clear, descriptive, and accessible vocabulary with a focus on how your program will be relevant to the reader's work, career and worldview. Avoid industry jargon, acronyms, the hypothetical and the future tense (when possible).
- ▶ Be inclusive. Your audience is not just fellow post-secondary researchers from your discipline. People in other disciplines, interested undergraduates, the public or the media may attend your conference. Adjust your language accordingly, and your research will have more traction.

ACTION

- Submit your Association Conference Details Form through the Organizers Portal (federationhss.ca/organizers-portal) by November 26, 2021.

4.2.2 Tips for creating your conference program

Each scholarly association is responsible for developing its own conference program; a detailed schedule of all the sessions and events planned for their attendees. Past survey feedback indicates that attendees would like to present at and attend sessions from multiple association conferences while at Congress. Often, conflicting schedules make it difficult for them.

To make attendance at multiple associations' events possible, associations are encouraged to use the same or similar timeslots as other associations when planning their conference programs. Using identical timeslots will not only make it easier for your members to take full advantage of the networking opportunities available, and navigate Congress as a whole, but it will also allow you the opportunity to easily co-host joint sessions with other associations.

When developing your association's conference program, we recommend using the timeslots shown in the following sample schedule (see next page).

NOTE: Daily Congress hours are from 11:00 to 19:00 ET. If your association chooses to host an evening event, beginning after 19:00, that requires hosting assistance and/or monitoring, a half-day hosting fee of \$50 will be applied to your account. An event beginning after 19:00 must not exceed a duration of three consecutive hours.

While reviewing your room allocations and event requirements in the Organizers Portal, it is your responsibility to ensure that this package is either appropriately attached to each of your rooms, or not, as required.

Time	Session	Programming example*
11:00 – 12:00	Session 1	Joint plenary session with another association
12:00	Break 1	Coffee & networking
12:30 – 13:30	Session 2	Concurrent sessions (workshops, roundtables, paper presentations, etc.)
13:30	Lunch	Networking & Congress programming
15:00 – 16:30	Session 3	Concurrent sessions (workshops, roundtables, paper presentations, etc.)
16:30	Break 2	Yoga
17:00 – 19:00	Session 4	Concurrent sessions (workshops, roundtables, paper presentations, etc.)

**Please note: the programming elements listed above are just examples; session types are interchangeable.*

TIPS

- ▶ Start regular conference programming at 11:00 and end by 19:00 ET.
- ▶ Use consistent programming timeslots for each day of your conference.
- ▶ You must allocate at least 30 minutes of time between sessions.
- ▶ Schedule at least 1-2 coffee breaks and a lunch break per day of your conference. Zoom fatigue is still very real.
- ▶ Add extra time to your breaks to allow for networking (half-hour or longer).
- ▶ Avoid scheduling sessions over lunchtime so attendees have ample time to recharge.
- ▶ If a session is running overtime, use your association greeting lounge to keep the conversation going.

4.2.3 Your open events

When building your conference program, you have the option to host two types of events: closed programming or open events:

- **Closed programming:** These are exclusive to your conference attendees (those who have paid your association’s conference fee). By default, all of your association’s conference session are a part of closed programming, unless you indicate otherwise by completing the Open Event Listing Form.
- **Open events:** All Congress attendees, including those who register for your conference, another association conference, or with a community pass, can attend these events. Scheduling open events allows you to feature the research of your discipline to new audiences and encourage

interdisciplinary discussions. It's also a great way to garner media attention for a specific topic or speaker.

*If one of your researcher's is selected for the media outreach program ([see section 6.3](#)), the event that they'll be presenting their research in should be changed from a closed program event to an open event.

Eligibility

Associations officially participating at Congress 2022 ([see list in section 3.1](#)) are eligible to host an open event. Additional fees, separate registration, or signup processes can't be used for these open events. The Federation reserves the right not to publish event listings that do not comply with this requirement.

Submissions

The Open Event Listing Form must be completed for each event that you wish to open to all attendees. Open Event Listing Forms must be received by March 4, 2022. Changes to submissions can be made up until April 29, 2022. Submitted events will be published in the online calendar of open events at federationhss.ca/congress-events.

▶ ACTIONS

- Submit your completed Open Event Listing Form via the Organizers Portal by March 4, 2022.
 - If necessary, submit open event listing changes via the Organizers Portal by April 29, 2022.
-

4.2.4 Submitting your conference program

Help us share your conference program with your audience! Congress attendees, media representatives, and scholarly publishers often search the available conference programs prior to Congress to help them decide whether to register or to research stories of interest. When creating titles for your sessions, be unique and provide "catchy" titles that will create interest to the audience searching for sessions to attend.

NOTE: Submitting your conference program does not replace your requests for rooms. Room requests must be managed through the Organizers Portal, as described in [section 5.1](#).

4.2.5 Preparing your conference speakers

As an organizer for your association's conference, you are responsible for ensuring that your presenters are fully prepared for their participation at Congress, including proper registration ([see section 3.3](#)). The Federation has prepared the following helpful tips and information, which you can use when preparing your presenter communications. Presenters should also be directed to the dedicated Speaker Service Centre (available in early 2022) section of the Congress website for updated information.

Technology

Your presenters will be responsible for their own virtual presentation set-up. At minimum, presenters must have access to a stable internet connection and access to Zoom desktop application.

Share these key recommendations with your speakers well ahead of Congress to ensure they have a successful presentation experience:

- Download the most up to date version of Zoom.
- Utilize a hard-wired Ethernet connection to ensure consistent internet stability during a virtual presentation. Sitting close to a modem is encouraged if a hard-wired Ethernet connection is not possible.
- Use a headset or headphones, as they prevent acoustic feedback and block out disturbances.
- Choose a quiet and bright space, and avoid using virtual background images.
- Close any computer programs that are not needed during a presentation. These can be distracting for the presenter and listeners (e.g. flashing notifications or alert tones).

Security

All association conference programs are posted on the Congress website for public consumption. If a presenter has security concerns with this information being made available to the general public, please advise us of the individual's name, date and time of presentation, and the details of his/her concern. The Federation will ensure the safety of all attendees and participants involved with Congress and have a robust process in place to manage such concerns.

Accessible presentations

Ask presenters to ensure their presentations are accessible to those with vision loss, those who are hard of hearing, and those with other accessibility needs. Download and share with them the *Accessible Presentations: A Guide for Congress Presenters* from the Virtual Tool Kit section of the Organizers Portal.

▶ ACTION

- Initiate a discussion with each presenter regarding what audio-visual equipment, podium setup and accessibility accommodations they may need for their presentation. These discussions should take place prior to the deadline for ordering audio-visual equipment on April 8, 2022 so that you can make the appropriate requests in the Organizers Portal.
-

4.3 Funding opportunities

The Federation is committed to supporting its membership in growing their capacity for international exchange, interdisciplinary collaboration, and graduate student participation at Congress. To this end, the Federation offers three Congress funding programs: the International Keynote Speaker Support Fund, the Aid for Interdisciplinary Sessions Fund, and the Congress Graduate Merit Award.

4.3.1 International Keynote Speaker Support Fund

The International Keynote Speaker Support Fund offers grants of up to \$1,000 in support of bringing international speakers to association conferences. For the criteria and the application form, please see the Organizers Portal. Keynotes supported by the fund must be open to the public and all registered attendees, must be fully integrated into your association program, and will be promoted by the Federation in the online calendar of open events. The number of applications often exceeds the amount of funding available in a given year, making this a competitive process.

The Federation is particularly interested in session topics relating to reconciliation between Indigenous and non-Indigenous peoples, equity, diversity, inclusion, and decolonization, and the Congress theme. We are committed to increasing equity, diversity, inclusion, and decolonization across Congress programming and funding programs, and encourage associations submitting funding applications to do the same.

Eligibility

All Federation member associations officially participating in Congress 2022 are eligible to make one application per year to the International Keynote Speaker Support Fund (associations can collaborate on more than one international session, but can only be the lead applicant for one). Sessions submitted to the International Keynote Speaker Support Fund may not be simultaneously submitted to the Aid for Interdisciplinary Sessions Fund.

All awarded associations will be required to:

- Submit an Open Event Listing Form by March 4, 2022 to provide details on their event for which funding was granted
- Include the following acknowledgement in their programs: “With support from the Federation for the Humanities and Social Sciences International Keynote Speaker Support Fund”
- Only use the funds as described in the fund application, unless your association requested and was granted express permission to use in another manner
- Submit a mandatory post-event report by June 10, 2022. Further information about this report and submitting your event expenses will be communicated to successful applicants.

NOTE: Funding for all awarded International Keynote sessions is sent to the lead applicant, and will be credited to the association’s statement of account in summer of 2022.

▶ ACTIONS

- Submit the International Keynote Speaker Support Fund Form through the Organizers Portal by January 31, 2022.
- Submit the Open Event Listing Form by March 4, 2022 and comply with all the guidelines in [section 4.2.3](#).
- Submit the post-event report and documentation of expenses by June 10, 2022 to organizers@federationhss.ca.

4.3.2 Aid for Interdisciplinary Sessions Fund

The Aid for Interdisciplinary Sessions Fund offers grants of up to \$2,000 in support of collaborative, interdisciplinary sessions jointly organized by two or more Federation member associations officially participating in Congress. For the criteria and the application form, please see the Organizers Portal. Interdisciplinary sessions supported by the fund must be open to the public and all registered attendees, must be fully integrated into the conference programs of each association involved, and will be promoted by the Federation in the online calendar of open events. The number of applications often exceeds the amount of funding available in a given year, making this a competitive process.

The Federation is particularly interested in session topics relating to reconciliation between Indigenous and non-Indigenous peoples, equity, diversity, inclusion, and decolonization, and the Congress theme. We are committed to increasing equity, diversity, inclusion, and decolonization across Congress programming and funding programs, and encourage associations submitting funding applications to do the same.

Eligibility

All Federation member associations officially participating in Congress 2022 are eligible to apply to the Aid for Interdisciplinary Sessions Fund. Associations are encouraged to collaborate on any number of interdisciplinary sessions, but can only be the lead applicant for one. Sessions submitted to the Aid for Interdisciplinary Sessions Fund may not be simultaneously submitted to the International Keynote Speaker Support Fund.

All awarded associations will be required to:

- Submit an Open Event Listing Form by March 4, 2022 to provide details on their event for which funding was granted.
- Include the following acknowledgement in their programs: “With support from the Federation for the Humanities and Social Sciences International Keynote Speaker Support Fund”.
- Only use the funds as described in the fund application, unless your association requested and was granted express permission to use in another manner.
- Submit a mandatory post-event report by June 10, 2021. Further information about this report and submitting your event expenses will be communicated to successful applicants.

NOTE: Funding for all awarded interdisciplinary sessions is credited to the lead association’s application, and will be credited to the lead association’s statement of account in summer of 2022.

▶ ACTIONS

Lead applicant association:

- Submit the Aid for Interdisciplinary Sessions Fund Form through the Organizers Portal by January 31, 2022.
- Submit the Open Event Listing Form by March 4, 2022 and comply with all the guidelines in [section 4.2.3](#).
- Submit the post-event report by June 10, 2022 to organizers@federationhss.ca.

Other collaborating association(s):

- Email organizers@federationhss.ca with a statement confirming your association’s participation and the name of the session by January 31, 2022.

4.3.3 Congress Graduate Merit Award

The Federation is pleased to offer an award program to help facilitate the participation of graduate students in Congress activities. The Congress Graduate Merit Award (CGMA) consists of a \$500 prize

amount. As a merit-based award, it serves to recognize and celebrate the academic excellence of deserving graduate students who present their work at Congress.

Each Federation member association participating in Congress will receive a set number of CGMAs, allocated based on respective membership size. For your association's award allocation, the program criteria, and instructions on how to submit your associations graduate student candidate(s) for the award, please see the Organizers Portal.

Application results and other details will be communicated no later than April 29, 2022. Payments will be issued to the successful students no later than June 17, 2022.

▶ ACTIONS

- Consult the Organizers Portal for information on your association's CGMA allocation.
 - Submit the Congress Graduate Merit Award (CGMA) Form through the Organizers Portal by April 12, 2022.
-

4.4 Indigenous guidelines and protocols

The Federation will be creating a document sharing guidelines and best practices for respectfully engaging with Indigenous knowledges at Congress. This document will offer information on the recommended protocols for working with Elders or Knowledge Keepers and their helpers, gifts and honoraria, and ceremonies. Guidelines on official territorial acknowledgements for Congress 2022 will also be included in this document, which will be available on the Organizers Portal.

5.0 Logistics

With many associations holding their annual conferences at Congress 2022, it is required that all of your logistical requests are managed through the Organizers Portal. This will ensure that every request submitted is properly tracked and processed. The Congress team will not be able to support your conference if your requests have not been made through the Organizers Portal.

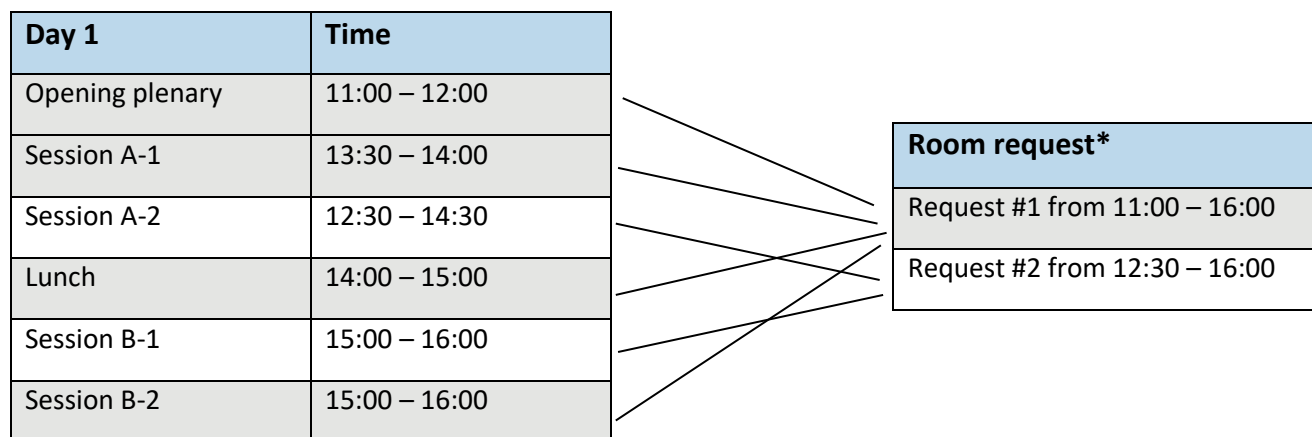
5.1 Requesting virtual event spaces

You are responsible for submitting a virtual room request for every meeting space, per day, that your association requires for Congress.

Room requests are NOT automatically created based on your confirmed conference dates, nor are they carried over from previous years. Associations' requirements frequently vary from day to day during Congress, and from year to year. You must identify your needs by completing the Virtual Room Request Form before December 10, 2021.

The more detail you provide in your room requests, the better we can support you. It will also help us to understand early on the Congress planning cycle what our licensing requirements for virtual sessions and human resource needs will be during Congress 2022.

Rooms should be booked depending on the block of time needed. For example:



*You will only have access to your room during the time you have requested it for use. The Federation will include a technical check period 15 minutes prior to your room opening time, please do not factor this into your room booking request.

NOTE: Congress 2022 hours are 11:00 – 19:00 ET. This window is most inclusive of all Canadian time zones.

Event categories

The following event categories and types of rooms are available for selection when making your requests in the Organizers Portal.

- Annual General Meeting
- Social events, such as yoga, a wine tasting, a coffee break, or a reception
- Board or business meeting
- Keynote or plenary session
- Panel and paper presentation
- Roundtable discussion
- Workshop

*Note that this is not an exhaustive list. Your association may require a meeting space for a unique session or activity.

Types of virtual rooms available

Zoom conferencing software will be used to host your sessions. Read on to discover the features of Zoom’s two virtual room styles – Zoom Meeting and Zoom Webinar.

- **Zoom Meeting:** Live engagement via audio, video, and chat box. This type is conducive for panels, roundtables, and workshops (no larger than 1,000 people).
- **Zoom Webinar:** Live engagement via chat box, Q&A, and controlled audio questioning. This type is conducive for a lecture styled session (no larger than 1,000 people).

*Note that Zoom’s polling feature (often used to calculate live votes and/or pass meeting motions) is possible with both formats.

TIPS

- ▶ Review preliminary program ideas as well as your association’s historical data in the Organizers Portal ([see #6 in section 2.3.2](#)) to determine how many rooms you need to request.
 - ▶ Provide your best estimate on the expected attendance for each meeting, as this will affect the license we secure for your room. You will have an opportunity to revise this in your session outline in February.
 - ▶ If you are organizing a joint session with another association, only one association should request that space – typically the lead association.
 - ▶ If multiple members of your team are entering room requests, please ensure you are entering the requests under one username. All team members inputting the requests must utilize the same username. Please consult with your team members when creating a generic email address and password.
 - ▶ If you are entering room requests in segments, when returning to complete, please ensure you modify request link or return to the room request form and select the link within the green heading that says “already started or completed this form? Click here to view or modify your existing submission.”
-

Session outline

Every association is required to complete a session outline by March 10, 2022. This session outline will specify all the elements you require for your meeting spaces, including:

- The type of session (live or on-demand)
- The type of virtual room (Zoom Meeting or Zoom Webinar)
- Audio-visual (AV) requirements
- The number of sessions taking place in the virtual room and the sessions’ start and end times
- Concurrent/breakout room requirements
- Accessibility add-ons (e.g. simultaneous interpretation, closed captioning, etc.)
- Polling feature requirements

Session type

- **Live:** a real-time presentation during your association’s conference. This type of session requires a technical check 15 minutes before your session begins. An unedited recording of the entire event will be generated following the presentation and uploaded to your association’s conference agenda within 48 hours unless you specify that you would not like your sessions recorded.
- **On-demand:** pre-recorded presentations created by your presenters and uploaded to the video server. Available for the duration of Congress.

NOTE: It’s important to list your on-demand events as sessions in your session outline. This supports your program planning and keeps us all organized in case your on-demand sessions have the need for additional video streaming requirements. All on-demand sessions will need to be uploaded to our video server by no

later than April 22, 2022. We cannot guarantee your recording will be available on the Congress platform if submitted later than April 22.

You have the ability to hold a minimum of one to a maximum of eight sessions in each requested room, per day. When completing the session template, you must go into each room that you've requested and indicate the elements that you will need for every session that will take place in the room. Here's a simplified example of what your room breakdown could look like:

Room A – Live Zoom Meeting

Session	Start time – End time	Required elements
Paper Presentation 1	8:00 am – 9:30	Basic AV package Closed-captioning
Board of Directors Meeting	10:00 am – 12:00	Basic AV package Polling feature
Breakout room for Workshop 1	13:30 pm – 15:00	Basic AV package Closed-captioning

Room B – Live Zoom Webinar

Session	Start time – End time	Required elements
Yoga	10:00 am – 11:00	Basic AV package
Workshop 1	13:30 pm – 15:00	Basic AV package Closed-captioning Simultaneous interpretation ASL / LSQ

NOTE: you must leave **30 minutes** between sessions to support speaker and attendee virtual movement between sessions.

TIP

- ▶ Be sure to account for your session's concurrent/breakout sessions. For example, if you have two breakout sessions running in the same timeslot, you would require two rooms.
-

Reports

A real-time report of all your room requests and session outline data is available from the Reports tab of the Organizers Portal. This report details all information you have submitted for each room request, including all session elements. Since requests can change throughout the planning cycle, please ensure that you are always referencing the most updated information by downloading reports regularly.

▶ ACTIONS

- Request all of your meeting rooms and event spaces via the Organizers Portal (federationhss.ca/organizers-portal) by December 10, 2021.
 - Submit your session outline by March 10, 2022, and reach out to your VPL with any questions.
-

5.2 Audio-visual

Beginning March 4, 2022, you are responsible for submitting requests for audio-visual (AV) and AV-related accessibility services that your association will require throughout Congress. The AV menu is available on the Organizers Portal under Resources.

Every effort will be made to accommodate special requests, however there is no guarantee that an association will receive the services requested. You will be notified by the Congress team in the event that your request cannot be fulfilled.

NOTE: any additional AV booked prior to April 8, 2022 will be charged the current AV menu prices, and anything booked after April 8 will be subject to increased fees, due to the interpreter(s) availability.

Basic AV package

The Basic AV package will be attached to each of your room requests. Technical support is available to assist with the start of a session or for troubleshooting and is provided complimentary with the Base AV Package to all associations as part of your Congress participation.

The half-day and full-day rates are based on association activity occurring between 11:00 and 19:00 ET.

- **Base AV package – full day: \$80**
The full-day package is applicable to any period of 3 hours or more
- **Base AV package – half day: \$50**
The half-day package is applicable to any period of less than 3 hours

NOTE: The full-day base AV package is automatically ordered by default for every room you have ordered in the Organizers Portal.

Association events occurring after 19:00, and involve a room booking requiring assistance or room monitoring, will be charged a half-day rate of \$50 and must be less than three consecutive hours in duration. As you complete your AV requests, be sure to check that the correct AV packages have been assigned to your virtual rooms.

TIP

- ▶ If you need to book a room for one session, rather than a day, the requests will still be charged for a full day usage if used for 3 hours or more. Ensure that you are making the best use of your space and the equipment ordered by combining requests ([see section 5.1](#)).
-

Reports

A real-time report of all your AV requests is available from the Reports section of the Organizers Portal. The report details all the event requirements that you have requested for each of your meeting rooms. Since requests and allocations can change throughout the planning cycle, please ensure that you are always referencing the most updated information by downloading reports regularly.

▶ ACTION

- Place requests for audio-visual equipment via the Organizers Portal (federationhss.ca/organizers-portal) between March 4 and April 8, 2022.

5.3 Association greeting lounge

Your association's greeting lounge will be the first 'room' that your attendees visit when they enter your virtual conference. This virtual space will act as a combined welcome station for your attendees, and the place for informal virtual gatherings such as coffee chats and continued session discussions, happy hour, and evening social events.

We suggest that you assign an individual to monitor your association's greeting lounge during your conferencing hours and use this space to:

- Connect with your members, disseminate information and last minute updates during your conference
- Answer your conference attendees session questions, and direct them to the place in the platform where your events are taking place
- Provide information for reporters and journalists to learn about your association
- To host social events for your members and other Congress attendees

▶ ACTION

- Submit the Association greeting lounge draft upload form by February 25, 2022.

5.4 Hiring an association assistant

You may wish to hire an assistant at your association's expense to support various aspects of your virtual conference. This year, the Federation will not be interviewing candidates for association assistants on your behalf. If you have a student or someone you would like to recommend for the assistant position, we can support you in coordinating that.

- Association assistants can:
- Staff your association greeting lounge
- Respond to inquiries from your association's attendees

- Direct registered attendees to your events
- Prepare for sessions and events

NOTE: Associations are responsible for their own recruitment and management of any volunteer requirements. Association volunteers are welcome to attend the Federation’s orientation session on Tuesday May 10, 2022.

If you wish to hire a specific person, you must fill out the “Recommend an Individual” section of the Hire an Association Assistant form. If recommended, the candidate is still required to submit an application at federationhss.ca/congress-work+volunteer, and should indicate the name of your association in order to be placed with you. It is best to complete the form early and advise the recommended individual to apply no later than March 1, so that they do not miss the application deadline.

Training

All contract workers hired for Congress, including association assistants, are required to attend the orientation session held on Tuesday, May 10 that is organized and covered by the Federation. The session explains general Congress information, processes, and support systems, as well as outlining expectations for Congress workers. It does not train association assistants on their specific duties relevant to your association. These training hours are not charged to the association.

Association responsibilities

- Maintain communication with your association assistant regarding where and to whom they are to report for work, especially on their first day.
- When setting the shifts, be sure to include any time needed to train the assistant on the specific duties for your association.
- A supervisor must be appointed to track and approve the assistants’ hours worked each day. Ontario labour laws indicate that your assistant must be paid for a minimum of a 3-hour shift. It is recommended that shifts not last longer than 8 hours whenever possible. The maximum length of shifts at Congress is 12 hours.
- The appointed supervisor must ensure that assistants with shifts of five hours or more receive their mandatory 30 minutes of unpaid break time, as per Ontario labour laws. Shifts that are 10-12 hours long require a second unpaid break of 30 minutes. There are no exceptions.

▶ ACTIONS

- To determine the days and times when you may need an assistant, consider the start and end times for each day of your conference.
 - Recommend an individual for your selected association assistant by submitting the Hire an Association Assistant Form in the Organizers Portal (federationhss.ca/organizers-portal) by March 1, 2022.
-

5.5 Support at Congress

The Congress team is here to provide a positive conference experience for you and your attendees. You can find support through the following channels before and during Congress:

- **Virtual Project Liaison (VPL):** Your VPL will be your connection to the Federation team for all Congress related information. If you have a question about the planning cycle or Congress, reach out to your VPL and they will be happy to assist or connect you to one of our team members. During Congress, your VPL will intermittently supervise your association greeting lounge, and guide your participants and speakers within the platform.
- **Event technicians:** We'll assign an event technician to every live virtual session during Congress. They will lead the technical checks with session presenters 15 minutes before a session begins, and answer last minute questions and provide technical support to your presenters.
- **Information and registration assistants:** Hired by the Federation, these individuals will be dedicated to providing platform and registration support to attendees during Congress. They can be reached during Congress hours via the platform chat box, email or phone (email address and phone number will be shared in early May).
- **FORJ:** The team at FORJ (our virtual event platform provider) will provide technical support to attendees during Congress on the following: login issues and accessing the platform, wayfinding throughout the platform, and IT support.

5.6 Making your association meeting accessible

In order to successfully plan an accessible meeting, it is important to know in advance the specific needs of your members who are planning to attend, as well as the accessibility level of your association sessions and conference materials. The Federation will work to support your endeavors, as well as to ensure the accessibility of Congress 2022 as a whole. Attendees with questions about accessibility can be directed to federationhss.ca/congress-accessibility for further details.

5.6.1 Supporting attendee reports

As part of the registration process, the Federation will be collecting accessibility requests from attendees who self-identify with disability-related needs. Associations are encouraged to share this service with their members, and encourage them to identify their needs when they register.

Accessibility requests include, but are not limited to:

- Sign language interpretation in English (ASL) or French (LSQ)
- Real-time closed captioning in English or French
- AI closed captioning in English
- Alternative formats of written materials

The requests made by individual attendees will be distributed to both your association and the Congress accessibility team. Attendees will have the option to withhold their contact information from associations when making a request to maintain their privacy. In this case, your association will only receive information regarding the accommodation requested.

We'll work with you to provide resources to meet your attendees' accommodation requests. In some cases, your association may be required to request provisions as part of the AV equipment and accessibility process to support your attendees with accessibility needs. Should there be a request for an accommodation that the Federation does not normally provide, we'll work with your association on a cost-sharing basis and to the best of our abilities to respond to the request.

5.6.2 Accessibility tips for association conferences

Here are some general accessibility tips that are beneficial for all attendees and will contribute to the inclusive spirit of Congress:

Communication and documents

- Ensure all electronic association material (e.g. websites, emails and email attachments) is accessible to people who use screen readers. Use an online tool to evaluate your current level (e.g. the Wave Accessibility Evaluation Tool at <http://wave.webaim.org/>). Learn how to make your PDFs accessible: <https://adobe.ly/3CeNIKZ>
- Ensure that alternate formats of written material, such as your conference program or presentation handouts, are available (e.g. large print, digital, etc.)
- Create documents using large sans serif font with high contrast between the text and the background

Support persons

- For attendees who require a personal support person or companion, it is recommended that association conference fees be waived (Congress registration/payment is not required). Support persons are allowed to enter Congress sessions when accompanied by the individual whom they are supporting

Presenters and programming

- Ask presenters to ensure their presentations are accessible ([see section 4.2.5](#)).
- Go to the Organizers Portal to access our resources on creating accessible presentations and programs.

▶ ACTION

- Download your Accessibility report from the Organizers Portal to coordinate any accessibility requests you may receive from your attendees via their Congress registration.
-

5.7 Registration and Information Desk

The Registration and Information Desk is staffed by the Federation, which manages all queries during Congress. This is your one-stop point for information or assistance. The Info Centre is in constant communication during Congress in order to support the needs of association organizers. We are there to help! You will be provided with the hours of operation and telephone number for the Information Desk in an upcoming bi-monthly organizer's email.

6.0 Promotion and branding

6.1 Association membership email lists

The Federation will promote your association conference at Congress 2022 and encourage your members to register. In order for us to successfully do this, your association must upload a complete copy of your CASL-compliant* membership email list to the Organizers Portal by November 26, 2021.

An Excel template for the mailing addresses is available in the Organizers Portal (federationhss.ca/organizers-portal).

The list you provide will be used for the sole purpose of distributing registration and promotional emails about Congress 2022, and will be kept secure to ensure the privacy of your members. These emails could include the following content:

- Associations participating at Congress 2022
- How to register
- Keynote speakers and other events that are of interest to all attendees

The Federation will also distribute these emails to registrants of past Congresses.

** Canada's Anti-Spam Legislation (CASL) requires Canadian and global organizations that send commercial electronic messages (CEMs) within, from or to Canada to receive consent from recipients before sending messages. For more information on how to obtain consent from your recipients, visit <http://fightspam.gc.ca/eic/site/030.nsf/eng/home>.*

ACTION

- Upload a copy of your CASL-compliant membership email list (using the format of the Excel template provided) to the Organizers Portal by November 26, 2021.
-

6.2 Design toolbox and branding guidelines

A design toolbox is available for download from the Organizers Portal. This toolbox includes a series of ready-made visual elements and logos for you to use when creating your conference materials or promoting your conference online. In this toolbox, you will find:

- Congress 2022 logos
- Congress 2022 theme description
- Letterhead template
- PowerPoint template
- A graphic to use in your email signature, and more!

In order to keep the Congress 2022 brand strong, we encourage you to use these elements as they are presented and not to modify them.

▶ ACTION

- Access the Design toolbox at federationhss.ca/organizers-portal and use the elements in your communications about Congress 2022.
-

6.3 Media Outreach

The Federation’s communications team works behind the scenes with the help of an external media agency to get the work of your researchers and your association into the spotlight. Last year, over one million people were reached across social and traditional media.

6.3.1 Media opt-in program

The best way to receive media coverage leading up to and during Congress is to encourage your researchers to opt in to our media outreach program. Our team and the media agency will scan the submissions received by the opt-in deadline and select the ones that show the most potential for media coverage, based on the new cycle and current trends. You and the selected researcher will be contacted to develop a media story and prepare for interviews. We recommend that keynote sessions associated with the selected research be made open to all – by submitting an Open Event Form – so that we can build a call-to-action in our pitch, and invite all registered attendees and reporters to attend.

▶ ACTIONS

- Encourage your speakers to register for the media opt-in program before April 22, 2022.
 - Submit an Open Event Listing Form for sessions where the selected research will be presented.
 - If you have VIPs or high profile keynote speakers in your program who will be of interest to media, contact us at communications@federationhss.ca
 - If your association is undertaking any media outreach initiatives or issuing media releases, let us know.
-

6.4 Social media at Congress

Recognizing the important role that social media and online communications play in promoting scholarly research, the Federation is active Facebook ([@federationhss](https://www.facebook.com/federationhss)), LinkedIn (www.linkedin.com/company/federationhss), Twitter ([@federation_hss](https://twitter.com/federation_hss)), and Instagram ([@federation_hss](https://www.instagram.com/federation_hss)), during Congress and throughout the year.

The Congress hashtag #Congressh is bilingual and has now been in use for eight years. In English, the SSH at the end of the hashtag represents the acronym for “social sciences and humanities,” and in French, the SH stands for “sciences humaines.” We encourage you to add the #Congressh hashtag to your social media posts about Congress and ask your attendees to do the same. We also use the hashtags #BigThinking and #VoirGrand when referring to the *Big Thinking* lectures at Congress.

If you would like an open event at your conference to be featured on the Federation's social media channels to increase attendance, please contact communications@federationhss.ca with the details of your event.

The Federation also maintains an active blog on its website during Congress and throughout the year at federationhss.ca/resources/blog. The Federation's blog highlights scholarly research in wide-ranging HSS disciplines, and each article is shared with a broad audience across the Federation's social media channels. Your association's Congress presenters and attendees are invited to submit short pieces (500-1,000 words) on their research and/or events at Congress in French or English to be featured on the blog.

▶ ACTIONS

- Ask your association members to follow the Federation online through these various channels — Twitter, Facebook, LinkedIn, and Instagram — for any information relating to Congress 2022.
 - Use the #Congressh hashtag in all your association's social media work around Congress, tag us at [@federation_hss](https://twitter.com/federation_hss) and communicate it out to your membership.
 - If your association maintains any social media accounts, please send this information to communications@federationhss.ca.
 - Invite your association members to submit a piece to the Federation's blog to highlight their research and participation in Congress.
-



7.0 Plan your experience

7.1 General information

Throughout the Congress planning cycle, our team will provide a series of resources about the virtual event platform for you to share with your attendees. You'll find these resources on the Congress website and in the Organizers Portal, once available. We'll also notify you of new information and resources available by email (i.e. Organizers bi-weekly email series).

Topics covered will include, but are not limited to:

- A guide to the Congress virtual platform
- Safety and security in a virtual world
- EDID (e.g. using gender pronouns, preparing an accessible presentation, etc.)
- Accessibility
- FAQs

7.2 Service centres

To help your speakers and attendees navigate the virtual conferencing world, our team will launch two online service centers – accessible from our website – in spring 2022, with key event information, presenter tips, technical support, instructions on accessing and recording in Zoom, and much more!

Here's what each service centre will include:

- **Speaker Service Centre:** presenter tips for live and pre-recorded sessions, technical support options, chair and moderator information, and tips to creating an inclusive and accessible presentation.
- **Attendee Service Centre:** technical considerations, help and support options during Congress, accessibility provisions, and a guide to navigating the virtual platform, including association greeting lounges.

8.0 Contacts

When contacting anyone about Congress, please include your association number and acronym to the subject line ([see section 3.1 for association numbers and acronyms](#)). For example: “CSSE-15-Room allocations”. This will help to ensure speedy and efficient responses.

Federation for the Humanities and Social Sciences

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www.federationhss.ca

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

communications@federationhss.ca Communications, social media, and media relations

Your Federation team

The Federation team continues to work remotely. We look forward to responding to your queries via email.

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Association organizers

You can find the names of all Program Chairs and Local Arrangement Coordinators (*where applicable*) in the Resources section of the Organizers Portal at federationhss.ca/organizers-portal.