



FEDERATION FOR THE  
**HUMANITIES AND  
SOCIAL SCIENCES**

FÉDÉRATION  
**DES SCIENCES  
HUMAINES**



# **Congress 2024-27**

## **Partner University Bid Guidelines**

*Last updated January 25, 2022*



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## Preamble

At the heart of every successful Congress of the Humanities and Social Sciences (Congress) is a close partnership between the Federation for the Humanities and Social Sciences (the Federation) and the partner university. This document is meant to provide general guidelines on the shared roles and responsibilities in planning and carrying out Congress and to provide sufficient information on the commitments required to allow a prospective partner university to submit an Expression of Interest and Intent Letter (Stage 1) as well as complete the Expression of Interest and Intent Checklist.

All information can be found at [www.federationhss.ca/host-future-congress](http://www.federationhss.ca/host-future-congress).

The Federation has a team of dedicated and experienced professionals that share the responsibility with the university team to plan Congress programming. The Federation oversees the registration of all attendees, designs and distributes Congress materials, and maintains the Congress section of the Federation website. The university provides the necessary infrastructure for holding meetings on campus, facilitates the rental and use of university services, manages a range of on-site logistics, collaborates with the Federation on the development of the theme, programming (in-person or hybrid).

The Federation strives for regional balance among Congress hosts. The following is a list of recent and confirmed partner universities:

2016: University of Calgary  
2017: Ryerson University  
2018: University of Regina  
2019: The University of British Columbia  
2020: Western University (cancelled due to COVID-19)  
2021: University of Alberta (Virtual)  
2022: Federation for the Humanities and Social Sciences (Virtual)  
2023: York University

Congress has many benefits and gives the partner university the opportunity to:

- Unite their institution in a shared, campus-wide project that mobilizes faculty, students, administrators and community members to achieve a common goal.
- Brings together national and international attention to the university, generating as many as 450+ media hits.
- Highlight institutional strengths and areas of expertise.
- Play a role in supporting and growing the humanities and social sciences community.
- Lead conversations on important public issues and invite internationally renowned public figures to the city through the *Big Thinking* lecture series and other Congress programming.
- Welcome colleagues and knowledge holders from across the country and around the world.
- Engage and connect with your local community.
- Play a leadership role in helping the Federation grow and expand Congress, making it more interdisciplinary, inclusive, accessible and more global in scope.
- Help inject millions of dollars into the local economy and generate an estimated \$10 million to \$15 million in economic spinoffs, depending on the size of Congress.



## Host selection bid process and timelines

| <b>IMPORTANT DATES AND TIMELINES</b>  |  |                                     |
|---|--|-------------------------------------|
| <b>Deadlines</b>  | <b>Congress 2024</b>                                 | <b>Congress 2025, 2026 and 2027</b> |
| <b>Stage 1</b>  |  |                                     |
| Universities submit Expression of interest and Intent letters   | March 11, 2022*<br><i>Extended to April 22, 2022</i> | September 23, 2022                  |
| Federation shortlists potential partner universities and sends invitation to submit formal Bid Proposal | June 17, 2022  | November 15, 2022                   |
| <b>Stage 2</b>  |  |                                     |
| Selected Universities submit their formal bid proposal to host a Congress                               | August 31, 2022                                      | January 31, 2023                    |
| <b>Stage 3</b>  |  |                                     |
| Federation completes site visits  | September 2022                                       | February 2023                       |
| Federation Board of Directors reviews and evaluates bids  | October 2022   | March 2023                          |
| Federation notifies Bid winner and runners-up   | November 2022  | April 2023                          |
| Memorandum of Understanding signed between Partner University and Federation.                           | Winter 2022-2023                                     | Summer 2023                         |

### Disclaimer

The Federation reserves the right to, at any time:

- Amend the bid submissions process.
- Amend the bid requirements.
- Amend a bid submission, and based on bid submissions received, award multiple Congress years at one time.



## Letter of Expression of Interest and Intent

The letter of Expression of Interest and Intent should contain the following information and be submitted in PDF format and **must include** the Expression of Interest and Intent Checklist:

1. Institutional support should be demonstrated with the letter submission by the President and Vice-Chancellor of the candidate partner university;
2. Support of the local tourism office in partnering with the candidate partner university;
3. Summary of the core host requirements;
4. Commitment to engaging with the Indigenous peoples on which territory the partner university resides;
5. Demonstration of commitment to accessibility, equity, diversity, inclusion, and decolonization in Congress planning, practices, programming and participation
6. Statement of hosting dates and year.

## Partner requirements

This section summarizes core requirements for a university to host Congress.

## Organizational commitment

A successful Congress requires a deep and sustained commitment by university leadership, faculty members, and partners in the community. The partner university must be prepared to:

- Develop a clear statement of their vision for Congress and their mission as host.
- Communicate to faculty and staff the value and opportunities that Congress will bring to the university and region.
- Demonstrate commitment to hosting on the part of the university's senior administration and faculty, including financial and in-kind support of Congress.
- Seek champions in various faculties to assist with supporting/promoting Congress within their faculties, departments and associations.
- Demonstrate commitment to engaging diverse committees to support and address EDID issues in relation to the underrepresented and equity-seeking groups.
- Demonstrate local government support—municipal, regional, provincial—to assist in hosting.
- Demonstrate support by the tourism industry and business community for Congress, with a clear commitment to collaboration among all parties.
- Develop a theme centred around Black Studies in Canada, anti-Black racism, and colonialism ([www.federationhss.ca/en/black-canadian-studies-association-bcsa-join-congress-2022](http://www.federationhss.ca/en/black-canadian-studies-association-bcsa-join-congress-2022)) (Federation is requiring one of the 2024 to 2027 Congresses to support this theme)
- Provide a final post-Congress report summarizing the partner university's experience and lessons learned for future Congresses including conducting an EDID assessment.



## Equity, Diversity, Inclusion and Decolonization (EDID)

The partner university must be prepared to:

- Develop an institutional equity, diversity, inclusion, and decolonization plan including the identification of an EDID representative to support its application to host Congress. (*Reference - [www.federationhss.ca/en/programs-policy/edi-and-decolonization/igniting-change](http://www.federationhss.ca/en/programs-policy/edi-and-decolonization/igniting-change)*)
- Seek support from Black and Indigenous scholars institutionally to engage meaningfully and consult with Indigenous peoples on whose traditional territories Congress will take place
- Demonstrate respect for Indigenous communities and support for reconciliation and acknowledge territorial rights.
- Develop an accessibility plan. See Appendix B for more information.

## Congress dates and timing:

Congress is held in late May or early June, typically spanning seven (7)\* full days from Saturday to the following Friday. The partner university is required to:

- Suspend classes for the duration of the Congress dates.
- Extend regular business hours for all campus facilities and services (including weekends and statutory holidays) during the Congress dates.
- Minimize construction/renovations of major campus infrastructure that may impede the delivery of services and amenities during Congress.
- Make key campus facilities available for a total of 14 days, beginning five (5) days before the official launch of Congress activities and finishing two (2) days after the end of Congress activities. These facilities include the Congress Hub (Expo, Registration, Expo Café and Expo Event Space(s)) and the Federation's operational offices and meeting spaces.

\* The Federation would be open to proposals that request an increase in the number of days offered.

## Campus facilities and services:

The partner university must:

- Have the availability and concentration of classrooms and spaces (atriums, classrooms, boardrooms, lecture halls, theatres, residence lounges, departmental meeting rooms, gyms, multi-purpose spaces, atriums/foyers, etc.) for use as meeting and event rooms with exclusive access (minimum of 300 spaces) during the official seven (7) days of Congress.
- Accommodate the Congress Hub (including Expo, Registration, Expo Event space(s) and Expo Café) by providing a minimum of 25,000 square feet in a single space, on one level.
- Have the capacity to host networking and socializing spaces in a central "Social Zone".
- Ensure that special event spaces are available for banquets, luncheons and receptions on and/or off campus.
- Provide a minimum of twelve (12-15) meeting spaces for use by the Federation, which are to be assigned during the bid process (including locations for *Big Thinking*, *Career Corner*, event rooms and administrative offices).



## Services

The partner university must:

- Provide high-quality food services on campus during the Congress period with the ability to meet extra demand during the day, after hours, and on the weekend.
- Provide other services, including catering, computers, printing, parking, child minding on a pre-arranged basis, health services, and security.
- Provide an EDID framework to guide the conduct of police and campus security at Congress.
- Provide institutional media, including general audio-visual services and capacity to audio record, video record, and offer simultaneous interpretation, live webcast sessions, closed captioning and ASL/LSQ services using internal university rates must be specified where charges apply.
- Ensure accessibility of selected campus buildings, residences, facilities and services for attendees with disabilities.

## Accommodations and transportation

**Accommodation requirements** include:

- **Hotel rooms:** The partner university must be located in an area with sufficient hotel accommodations for 10,000 to 13,000 room nights, or between 1,700 and 3,000 rooms on any given night during Congress.
- **On campus:** The partner university must have a sufficient number of residence rooms for 4,000 to 6,000 room nights, or between 100 to 1200 rooms on any given night, with access to affordable breakfast and parking and to include a 10% commission and \$5.00 rebate payable to the Federation.

**Transportation requirements** include:

- Air and ground service into and out of host region to support between 7,000 and 10,000 attendees travelling to Congress.
- Taxi, public transportation and shuttle service (including accessible shuttles/taxis) from airport to local hotels and the university.
- Availability and type of shuttle services available on campus to support mobility challenged attendees.

## Personnel

The partner university brings together a team of people to carry out the planning and implementation of Congress and liaise with the Congress Secretariat at the Federation.

- The partner university must appoint a minimum of two full-time team members for 20-24 months leading up to Congress and an additional three full-time team members for the 12 to 15 months leading up to Congress. These positions include the Academic Convenor, Project Manager, Logistics Coordinator, Volunteer Coordinator, and at least one Assistant Coordinator.
- The partner university is also required to make faculty members available to serve as Program Chairs and Local Arrangement Coordinators for each scholarly association participating in Congress. When



an association has difficulty filling these positions, the partner university is expected to help recruit an appropriate individual.

- The partner university is also required to identify a member within the public relations / communications division to support theme development, branding and logo design, communications and media services.
- The partner university should dedicate a position or responsibilities to one role who liaises with First Nations, Métis, and Inuit Peoples for Congress.

The following partner university appointments play a central role in this process.

**Academic Convenor** – This is a well-respected member of the university community and is ideally connected to the university administration and faculty. It is required that the partner university appoint an Academic Convenor 20-24 months prior to the start of Congress. Key responsibilities consist of, but are not limited to; acting as Congress spokesperson when required and leading the university's programming and encouraging multidisciplinary programming with the participating associations at the university in consultation with the Federation.

**Project Manager** – This is an individual who is familiar with the university and has the seniority required to liaise directly with senior administration and faculty. It is required that the appointment of this individual take place 24-27 months prior to Congress. This person must have project management skills to support making important budgeting and staffing decisions, and to handle the complexity of planning and implementing a multi-faceted, large-scale event.

**Logistics Coordinator** – This is someone who would report to the Project Manager and act as the main point of contact for association organizers at the university. This person would be appointed 15-18 months prior to Congress working closely with the Federation and our Congress Organizers Portal and oversee the coordination of room allocations, audio-visual, catering and furnishing requests for all participating associations and the Federation in conjunction with the appropriate university departments. Ideally, this person has event management and/or scheduling experience and the ability to handle the complexity of planning and implementing a multi-faceted, large-scale event.

**Volunteer Coordinator** – This individual would report to the Project Manager and be responsible for all aspects of volunteer recruitment and deployment, as well as liaising with the Federation regarding contract workers. This person would be appointed 12 months prior to Congress for overseeing volunteer recruitment, selection, training, scheduling and management during Congress. Ideally, this person would have a good understanding or connection to the partner university's career services department and would work closely with the Federation counterpart responsible for managing Congress contract workers on a joint operational plan.

#### **Additional human resources**

The university is to provide one or more Assistant Coordinator(s) staff to support the Project Manager and Logistics Coordinator to carry out specific tasks such as volunteer recruitment and management, room inventory and allocation support, accessibility coordination for associations and attendees as well any other university services.

#### **PC and LAC appointments**





Each participating association identifies individuals who will play the roles of Program Chairs (PCs) and Local Arrangement Coordinators (LACs). These individuals, or association organizers, are responsible for planning and promoting their association's conference. At least one PC and one LAC position is recommended for each association, and they are typically filled by faculty members or staff of the partner university. At times, however, associations may have difficulty recruiting individuals to fill these positions, in which case the partner university is expected to assist with recruiting and securing an appropriate individual.

### **Ombuds Team/persons**

Members of the University's Ombuds staff will work with the Federation, from the outset, to provide input into Congress code of conduct and develop best practices for relevant policies and procedures. These members of the University's Ombuds staff will then fulfill the Ombuds role during Congress, providing resources to receive and address issues as they arise during Congress.

## **Financial considerations and commitment**

The Federation recognizes that hosting Congress is a significant undertaking. It requires a considerable investment of time and resources. It can also provide an opportunity for the partner university to raise funds from external sources and generate revenues from the rental and sale of university services.

Overall, the university must be ready for the commitment of hosting Congress and must commit to:

- Budgeting between \$800,000 and \$1,200,000 to be offset by revenues and sponsorship streams.
- Appointing qualified personnel to oversee conference organization.

**Note:** Partner universities often need to upgrade infrastructure and services to host Congress. Therefore, items expensed through Congress often benefit the university long after the event.

## **Budget**

Congress is a collaborative effort on the part of the partner university and the Federation. The following summarizes financial responsibilities of both partners.

## **Revenues**

The following is a list of activities that have generated revenues for past Congress hosts:

- Sponsorship
- Audio-visual equipment and furnishing orders
- Catering order
- On-campus accommodation bookings
- Revenues from restaurants, food outlets, bars, print shop, parking lots, child minding
- Sales at university bookstore
- Expo Café and Social Zone sales
- Shuttle fees



The Federation encourages partner universities to seek external sponsorships from local and regional organizations to help defray the costs associated with hosting Congress. Partner universities should consider seeking:

- Financial support from the province and/or regional authorities with the exception of local tourism support or incentives directly related to the awarding of Congress or in the securing of hotels.
- In-kind contributions in the form of food, drink or supplies from local/regional vendors.
- Sponsorship for the President's Receptions and/or Social Zone (formerly known as the Beer Tent).
- Sponsorship for special university-led activities and events.

Note that the Federation seeks external sponsorship from national organizations and will work with the partner university to ensure there is no overlap in sponsorship seeking efforts.

### **Expenses**

While not exhaustive, the list of activities in Appendix A highlights many of the partner university's direct costs paid and in-kind contributions. Please note that expenses will vary from year to year depending on a university's internal capacity, existing technology and relationships with providers (e.g., catering, audio-visual and IT). Expenses can also be defined as actual hard costs paid to external providers and internal operational cost centres required in the delivery of Congress.



## Appendix A – Budget expenses

(Additionally, please contact the Federation via email at [bid-soumission@federationhss.ca](mailto:bid-soumission@federationhss.ca) for a copy of the Partner University Budget template)

### Prior to Congress

- Stipend for Academic Convenor (partial course release) and salaries for Project Manager, Logistics Coordinator, Volunteer Coordinator and Assistant Coordinator(s).
- Additional travel expenses for Convenor and staff, to attend Congresses and planning meetings in the year(s) prior to hosting.
- Booth and advertising costs for the year prior to hosting.
- Branding development and visual tool kit.
- September Planning Meeting for association representatives (e.g., food and drink, name tags, audio-visual, video recording, live webcasting and production, etc.) for approximately 100 to 125 people.

### Leading up to or during Congress

- Additional staffing cost during Congress (e.g., audio-visual, catering, maintenance, janitorial, facilities, grounds, electricians, security, shipping/receiving etc.).
- Catering, furnishing and audio-visual offset costs.
- Labour and union costs in order to extend regular business hours to the weekends and stat holidays.
- Opening Reception, to kick off Congress. Approximately 175 to 250 attendees.
- Hosting three to four President's Receptions, with 450 to 1000 people per reception. Includes food and drink, audio-visual, and music.
- Social Zone (formerly known as the Beer Tent) including tent rental, portable toilets, electrical, picnic tables/furnishings, preparation of grounds, catering and food service provisions, licensing, security.
- University-led special events and cultural programming.
- Campus way-finding and directional signage including two (2) welcome banners strategically located on campus at primary campus entrance(s).
- Four to six Information kiosks.
- Design services for branding, signage, invitations, and other.
- Printing of materials (e.g., Volunteer Handbook).
- Translation services for any partner university initiatives. All Congress materials must be in both official languages, including way-finding, signage and brochures.
- Local or campus shuttle (e.g., accessible shuttle vans and/or golf carts for attendees and staff on campus and shuttles between hotels and campus).
- IT services (e.g., additional personnel in advance to liaise on the tailoring of the registration technology and equipment needs supplied by the partner university and the Congress Organizers Portal and on site to assist in setup of Registration and Expo and general services for attendees).
- Wi-Fi and hard-wired internet access in Registration, Expo and Expo event space areas.
- Wi-Fi network for all Congress attendees.
- Sufficient electrical infrastructure to support Expo (exhibitors), Registration and Expo event space and Federation operational event spaces.



- Exhibitor-grade carpeting of the floor for the Expo tradeshow.
- Expo Café, including staff, furnishings, and food and beverages for sale.
- Regular accessibility services extended when feasible (i.e. individuals from associations should be able to consult with an accessibility point person on campus to gain access to resources and information required in planning their meetings).
- Costs associated with the rental/contracting of additional accessibility services, equipment (wheelchairs, hearing assist devices, etc.) and campus transportation (shuttle buses/golf carts, etc.).
- Costs and fees associated with possible rental of facilities and services (e.g. labour, union fees, equipment, etc.) required for Congress as well as enhancements needed to be made to facilities to properly accommodate Registration and Expo or other special event spaces in off-campus locations.
- Financial co-sponsorship of the *Big Thinking* speaker series (\$10,000 to \$50,000) as well as all associated audio visual, facility, simultaneous interpretation, live captioning, webcasting and videography equipment and costs.
- Costs associated with the partner university's Human Resources/Career Services staff participating in the identification and interviewing of student contractors for the Federation, which will entail approximately 250 interviews.
- Cost to secure sufficient volunteer support to execute/support university Congress operations, which will entail identification of 300 to 500 volunteers based on university needs.
- T-shirts for university volunteers.
- Multi-channel radios (walkie-talkies) for campus-wide operational and emergency communications used by the partner university and the Federation.
- Rentals of tables, chairs and other furnishings to support the association conferences and catering needs, if university inventory cannot support requirements.
- Rental of audio visual, simultaneous interpretation equipment to supplement current campus classroom and multi-purpose function space inventory.
- Residence reservation system for online residence reservations.

The Federation covers costs associated with:

- Permanent Congress Secretariat staff including air and ground travel and meals.
- Temporary contractors—approximately 125 contractors (often students) for Registration, Information Centre, Expo, Media Room, logistics support and association support.
- *Big Thinking* lectures and Federation-led special events including speaker fees, travel, meals and accommodation.
- Federation partnered events including speaker fees, travel, meals, accommodation, catering, audiovisual, etc.
- Interdisciplinary grants and international speaker grants to associations.
- Media, marketing and promotional activities (e.g. Media relations, digital marketing, blog, advertising, email campaigns, etc.).
- *Planning Guide* and mobile app including managing content, design, printing and distribution.
- Congress section of the Federation website, including content, design, and maintenance).
- Organizers Portal for rooms, catering and audio-visual requests (e.g. design, hosting and maintenance).
- Registration software, including online tools in advance of Congress and on-site staff.



- Survey and email broadcast software for attendee, exhibitor and PC/LAC organizer surveys.
- Registration, Expo and Federation-led events signage (design and printing) inside the Expo/Registration area.
- Dedicated Space at Congress Expo for Black and Indigenous owned bookstores and vendors
- Expo including exhibitor contracts, booth equipment and furniture rentals, shipping and more.
- Signage for Congress Hub and Federation-led programming.
- T-shirts (for Federation staff and student contractors).
- Name tags for Congress including President Reception ticket and Congress receipt, ribbons and string lanyards (design, production and supply).
- Translation services for French for print and website content.

Please refer to **Appendix C** for more detail on the areas of responsibilities supported by both the partner university and the Federation.



## Appendix B – Accessibility

The following elements should be taken into consideration when building the partner university's accessibility plan.

### General

- Support from the partner university's accessibility services department/division.
- Partner university policy for accommodating those with hearing and/or vision impairments.
- Evacuation protocol for persons with disabilities in case of emergency.
- Service animal policy.
- Service-provider support for sign language interpretation, real-time captioning (i.e. CART, etc.) and ASL/LSQ interpretation.
- Assistive hearing devices connected to campus-wide audio systems.

### Transportation

- City support utilizing accessible or 'kneeling buses' on regular bus routes, particularly on routes between the institution and proposed hotels.
- Close proximity of campus transit stops (subway/bus) wheelchair accessible.
- On-campus accessible parking facilities.
- Safe on-campus internal pathways supporting wheelchairs, scooters and golf cart traffic for accessibility transport.

### Facilities

- Distance between key buildings manageable for individuals with mobility impairments.
- Accessible entrances to campus buildings clearly marked.
- Permanent campus map installations include accessibility access information including tactile feature and/or braille.
- Level access/ramps to the main entrance of all buildings that will be used for Congress.
- Main entrance to each building have an automatic door opener.
- All buildings have elevators to reach higher floors with easy access in public areas or well- marked if not.
- Elevators have auditory signals or braille indicators.
- Fire/Life/Safety protocol for all facilities to assist the disabled.
- Interior hallways, door frames, ramps and classrooms/theatres/gyms all support wheelchair/scooter access and sufficient space inside to support same.
- Lighting adjustments supported in classroom spaces.
- Accessible washroom facilities available in Congress-designated spaces with widened doors, automatic doors, large washroom cubicles and raised seats, lowered counters, hands free faucets and soap dispensers.
- Accessible recreation and fitness facilities including lifts for poolside.
- Accessible library and bookstore facilities with widened doors and ramps.
- All food outlets able to support accessible patrons with lower counters and trained staff.



## Appendix C – Responsibility areas

### Partner University

The partner university will be responsible for the following, pre-Congress, during Congress and post-Congress activities.

#### Pre-Congress

##### General preparation and planning

- Demonstrate that appropriate infrastructure is in place to host Registration and Expo (including access to computer equipment and printers, appropriate electrical power services for registration and exhibitors, carpeting of the Registration/Expo floor, storage area, etc.).
- Host a Planning Meeting in the fall prior to the Congress year with Program Chairs, Local Arrangement Coordinators, university Congress personnel and Federation staff.
- Attend one or two Congresses and one or two Planning Meetings at preceding partner universities in the lead-up to the university's host year. This could include, but is not limited to, attendance by the Academic Convenor, Project Manager, Logistics, Volunteer Coordinators, audio-visual, catering, furnishing and housing representatives.
- Develop a communications plan in conjunction with the Federation to support marketing of a University provided Welcome Video, *Big Thinking* speaker line-up and general marketing and communication requirements in support of Congress.

##### Programming

- Determine a Congress theme in consultation with the Federation.
- Support the Federation in organizing the *Big Thinking* lecture series. The Federation leads this programming stream in consultation with the partner university on key themes and speaker suggestions.
- Plan and stage ancillary cultural and academic events in keeping with the Congress theme. This programming will showcase partner university expertise and assets, will engage community partners and local Indigenous communities and territorial representatives, and feature regional elements unique to the host city or institution.
- Work with the partner university's Human Resources/Career Services department in developing programming for the *Career Corner* workshop series in collaboration with the Federation and *Career Corner* series sponsor *University Affairs*.
- Work with the Federation on developing protocols to address recognition of Indigenous peoples and territories for use by participating associations in their own programming.
- Work with the Federation on developing EDID process and practices to support and engage BIPOC communities.



### **Logistics**

- Develop an inventory of a variety of campus meeting spaces for associations and the Federation to use (300 rooms minimum). Off-campus and third-party venues are welcome, however there cannot be any additional cost or barrier of easy access to associations or to the Federation.
- Arrange for and coordinate the rental and use of university services and facilities such as audio-visual arrangements (including audio recording, video recording, simultaneous interpretation, live captioning, ASL/LSQ interpretation and live webcasting), catering requests, residence room bookings and meeting room allocation.
- Develop a Congress catering menu in consultation with the Federation.
- Develop a Congress audio-visual and furnishings menu in consultation with the Federation.
- Arrange for accessibility services and rentals for attendees with special needs.
- Arrange in conjunction with the Federation the recruitment and interview process for hiring student contractors to work at Congress.
- Collaborate with the Federation on a communications plan for on-site execution (i.e. walkie-talkies or two-way radios).
- Work with the partner university's Human Resources/Career Services staff in the identification and interviewing of student contractors/hiring (for the Federation) (approximately 250 interviews).

### **During Congress**

#### **Facilities preparation**

- Serve as the location for the meetings of approximately 65-75 participating scholarly associations in the humanities and social sciences, as well as special events, receptions, Registration and Expo.
- Provide and coordinate services and support on site during Congress, including security, maintenance, shipping and receiving, catering, audio visual, facilities, housing and hospitality, information technology, accessibility, storage, transportation, etc.
- Provide approximately 20 staff residence rooms on a complimentary basis to be available for a total of 14 days (five days prior and two days following the official seven days of Congress) for Federation staff use.
- Suspend classes for the duration of Congress and make provisions to ensure that the space, resources and services required to host Congress are available for the duration, including weekends.
- Limit the construction/renovations on major campus infrastructure that may impede the delivery of services and amenities during Congress.
- Offer ground transportation requirements (i.e., provisions for additional cabs, buses, etc.) from the partner university with the local tourism authority.
- Provide shuttle service for Congress attendees between hotels and the partner university.
- Ensure adequate way-finding and directional signage to help guide attendees around campus including, but not limited to, building signs, accessibility, Congress areas, parking lots, registration, information services, welcome signage, directional, etc.
- Provide on-site attendee services at a reasonable fee, including parking, health services, computing, food and beverage outlets, printing, etc.





### **Programming and services**

- Host the Opening Reception.
- Host an adequate number of President's Receptions (four) for Congress attendees.
- Work closely with the Federation on a full range of media and social media initiatives, including planning, execution and tracking.
- Coordinate child minding services on a pre-arranged basis.
- Commitment to EDID Resources and Supports

### **Post-Congress**

- Reconcile all financial accounts with the Federation in a timely manner (no later than end of June).
- Submit a final post-event report and final budget evaluation for Congress to identify feedback and best practices for future hosts.

## **Federation**

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 the room block 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 to the Project Manager, Logistics Coordinator, catering and audio-visual departments 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 Planning Meeting hosted by the partner university.
- 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**

- Work in consultation with the partner university to organize *Big Thinking* lectures, which are open to all attendees and to the public.
- Coordinate *Career Corner* programming in close collaboration with the host university and other partners which are open to all attendees and to the public.
- 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 (i.e. *Big Thinking*, *Career Corner*).
- Direct media relations activities in concert with the appropriate offices at the partner university.
- Organize and manage the Congress Expo tradeshow, and manage the schedule of events for the Expo Event Space(s).
- Maintain an Information Centre during Congress 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 university upon receipt of one final invoice from the university.

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