

**PLANNING MEETING**  
**CONGRESS 2014 - MAY 24-30**

**WELCOME**



# INTRODUCTIONS

**Murray Knuttila**  
**Provost and Vice-President Academic**  
**Brock University**

# THE PRE-AMBLE

**The Federation for the Humanities and Social Sciences organizes Canada's largest annual gathering of academics**  
*The Congress of the Humanities and Social Sciences*

**Brock University is hosting  
Congress 2014**

# INTRODUCTIONS

**Jane Koustas, Academic Convenor  
Brock University**

**Jean-Marc Mangin, Executive Director  
Federation for the Humanities and Social  
Sciences**

# THE FEDERATION.....

- **Jean-Marc Mangin, Executive Director**
- **Ann Miller, Director Corporate Services**
- **Eleanor Fast, Director of Policy and Programming**
- **Whitney Stalkie, Logistics Coordinator**
- **Terry D'Angelo, Manager of Congress**

# BACK AT THE OFFICE.....

One individual that you will be working very closely with throughout this process

**Donna LeLièvre**

**Congress  
Administrative  
Officer and  
Registrar**



# BROCK UNIVERSITY

- **Jane Koustas, Academic Convenor**
- **Tom Arkell, Associate Vice President,  
University Services**
- **Brad Clarke, Project Manager**

## **On Campus Services Team:**

**Margaret Sanderson,**

**Mamdouh Abdelmaksoud, Phil Nardangeli,**

**Dan Lewis, Tanya Thorp, Marie Reimer,**

**Carol McIntosh**

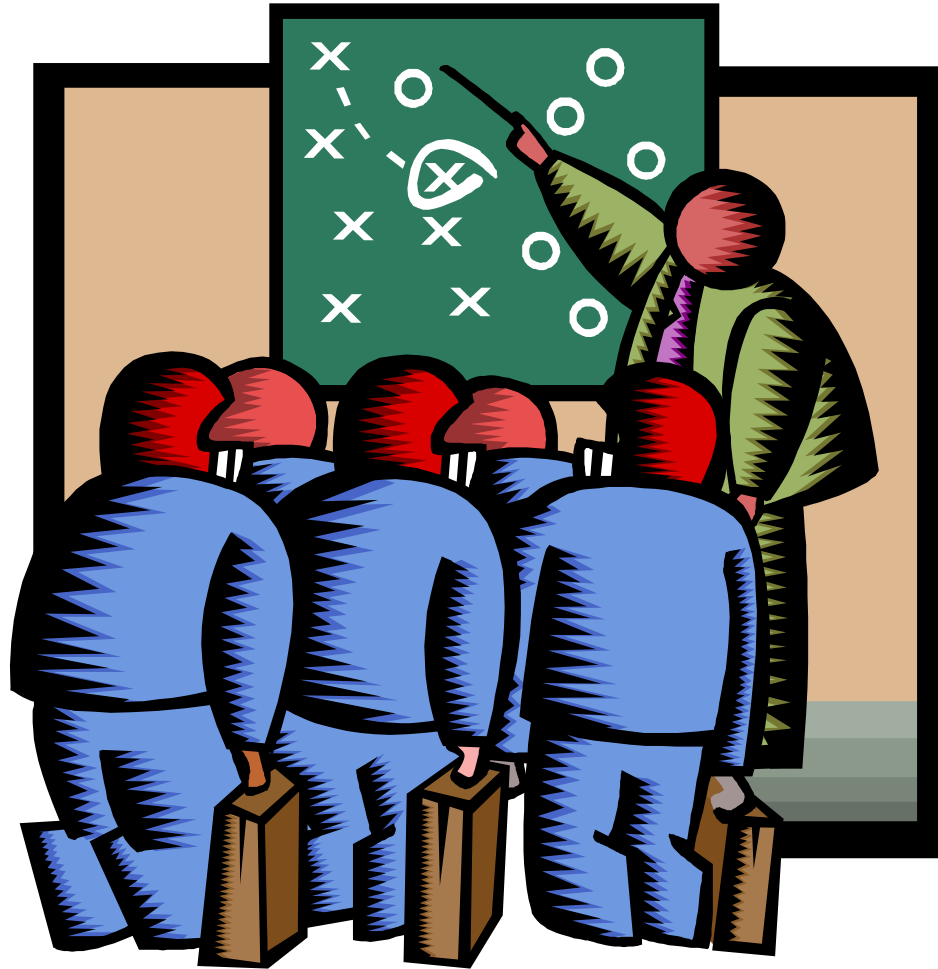
# GUESTS

**We would like to welcome representatives from the University of Ottawa, hosts of Congress 2015**

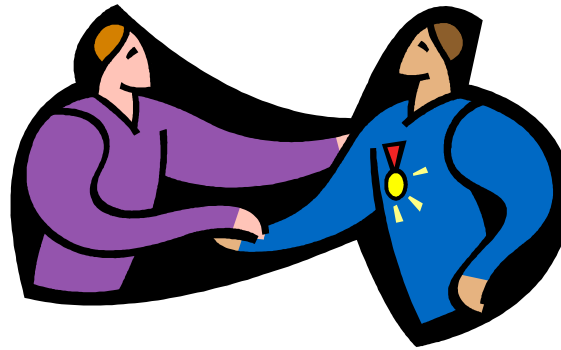
- **Luc Gauthier**
- **Élise Detellier**
- **Christine Rivas**



# THE PLANNING GUIDE



# SUCCESS



# CONGRESS THEME

***“BORDERS WITHOUT  
BOUNDARIES”***

# YOUR JOB

**Program Chairs**  
**“PCs”**

**Local Arrangements Coordinators**  
**“LACs”**

# ASSOCIATIONS

- ✓ **74 Associations at Congress 2014**
- ✓ **Estimated 8000 attendees**
- ✓ **Check your Association Numbers**
- ✓ **Check the date for your President's Reception**

# CONGRESS PLANNING CYCLE

- check key dates and deadlines often

- Don't worry!

We will be sending you regular emails with reminders of upcoming deliverables



# KEY DATES/TASK LIST

- **The Congress Request System Opens**



# KEY DATES/TASK LIST

- **we've outlined a detailed list of due dates and action items to be able to help you and your Association take advantage of that Congress can offer**



# CONGRESS REQUEST SYSTEM

- It is a **REQUEST** system
- it consolidates all of your room requests, audio visual and catering needs



Consolidate.

# CONGRESS REQUEST SYSTEM

- It is where all of your Association Logistical needs should be noted
- It is where and how Brock University will manage all of your Association requests and requirements.

[www.congress2014.ca/organizers](http://www.congress2014.ca/organizers)

# CONGRESS REQUEST SYSTEM

The following screen shots are examples from the 2013 system. The updated 2014 system will be available on October 1<sup>st</sup>.

Go to [www.congress2014.ca/organizers](http://www.congress2014.ca/organizers) and click on the link for Congress Request System

Your username and password will be sent to you on October 1<sup>st</sup>.

# CONGRESS REQUEST SYSTEM

## Reports

Click on the link to view or print the excel reports



[Room summary](#)



[Reg. attendees \(contact info\)](#)



[Reg. attendees \(association fees\)](#)

## Requests

- Association Meeting Fees
- Association Account
- International Keynote Speaker Fund
- Aid for Interdisciplinary Sessions Fund
- Hire a Student Worker
- Association Tables
- Complimentary Guest Registrations

## Notes

Reminder of upcoming details:

## Room Summary

[+ Add Room](#)

ID	Room	Attend./Cap.	Event Name	Date	Start	End	Audio-Visual & Catering Costs
5555	Bob Wright - A104	75 / 140	Some Event	Jun 03	09:00	11:30	\$50.00

Actions:



Requests:

[Audio-Visual](#)

[Catering](#)

# CONGRESS REQUEST SYSTEM

- Click “Add room” for each meeting room that you need

**Room Summary**

[+ Add Room](#)

ID	Room	Attend./Cap.	Event Name	Date	Start	End	Audio-Visual & Catering Costs
<input type="checkbox"/> ★ 5555	Bob Wright - A104	75 / 140	Some Event	Jun 03	09:00	11:30	\$50.00
Actions: <input type="button" value="🔍"/> <input type="button" value="✎"/> <input type="button" value="✕"/>							
Requests: <input type="button" value="Audio-Visual"/> <input type="button" value="Catering"/>							
<b>Total</b>							<b>\$50.00</b>

# CONGRESS REQUEST SYSTEM

Event Name:

Start Date:  Start Time:

End Time:

Expected Attendance:

Room Type:

**Lecture hall**  
large room with sloped, fixed seating

Accessibility Notes:

Please indicate any particular requirements for your meeting space, such as: accommodations for people with mobility issues, visual impairments, extra Audio-Visual equipment, special room set up, etc.

Additional Information:

# CONGRESS REQUEST SYSTEM

Audio visual requests. “The Basic Package” is added to all rooms by default. If you do not need it, you must remove it.

The screenshot displays the 'Room Details' section with a sub-section for 'Audio-Visual'. Under 'Audio-Visual', there is a form to 'Add Audio/Video Request' with a dropdown menu set to 'None', a 'Delivery Time' field, and an 'Additional Information' text area. A 'Submit' button is located at the bottom of this form. To the right, a 'Summary' panel shows event details: 'Some Event', '2013-06-03 at 09:00', 'Lecture hall', and 'Expected Attendance: 75'. Below this is a table with columns for 'Status', 'Item', 'Cost', 'Edit', and 'Delete'. A red circle highlights the row for 'Default presentation package (8 hrs)' with a cost of '\$50.00'. Below the table, the summary shows 'Audio-visual: \$50.00', 'Catering: \$0.00', and 'Total: \$50.00'. A note at the bottom states: 'Costs incurred will be charged to your association account with the Federation.'

Status	Item	Cost	Edit	Delete
	Default presentation package (8 hrs)	\$50.00		

**Audio-visual:** \$50.00  
**Catering:** \$0.00  
**Total:** \$50.00

Costs incurred will be charged to your association account with the Federation.

# ASSOCIATION ACCOUNTS

- each Association has their own account
- the Congress request system opens  
October 1
- you set your own Conference fees and  
signing authority(ies)



# ASSOCIATION ACCOUNTS

- we collect all your Conference fees into your account
- all Congress expenses are tracked to your account
- off campus services cannot be charged to your account

# REGISTRATION

- Registration opens mid-January



# REGISTRATION

- **Early Bird Registration Closes March 31**



# REGISTRATION

- some of the highest traffic on the website is during the registration launch
- encourage on-line registration
- it fast, safe and secure

# FEES

- **Association Conference fees are set by each Association**
- **you are encouraged to keep your conference fee structure simple**
- **your Association fees for Congress must be submitted through the Congress Request System by October 18**

# FEES

**The payment of registration fees is compulsory for all attendees, including speakers, presenters panelists and those chairing or attending sessions**

**Please inform your attendees that all participants must register**

**This also includes any affiliate or sub groups that are meeting under your Association umbrella**

# NAME BADGES

- Congress 2014 name badges will show who has registered (and paid) for your association conference fees
- through the Congress Request system, you can log in and keep track of your participants to see who has registered.
- the Congress Registration system is **NOT** connected to any association data bases and cannot verify membership status

# NAME BADGES

- **Example: The person on the left did not register for any association. The person on the right registered for CHA.**



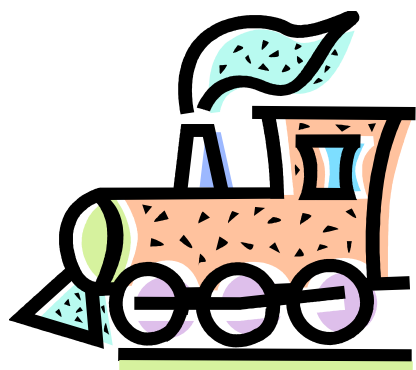
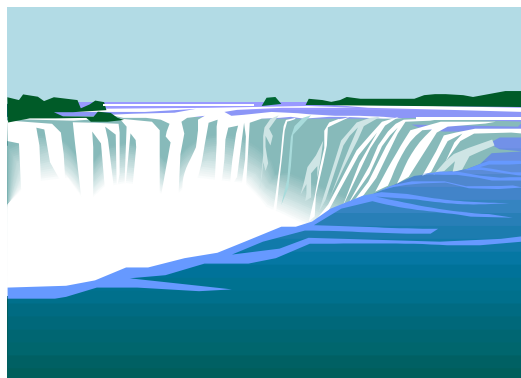


# ASSOCIATION MAILING LISTS

- **send your association mailing list**
- **privacy respected – sole purpose is to distribute information re Congress 2014**
- **Congress 2014 promotional emails and printed materials**


# ASSOCIATION MAILING LISTS

- how to register, promote keynote speakers, travel details, tourist information



# MEETING SPACE



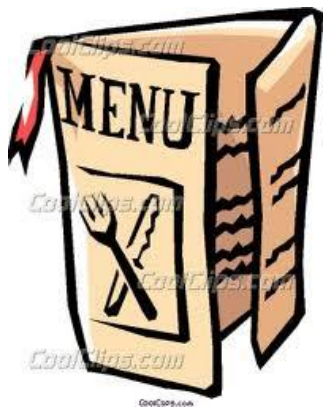
- Starting  you can start requesting meeting space through the Congress Request System
- this includes space for sessions, executive meetings, board meetings, plenary sessions, receptions, banquets, poster sessions and other events

# MEETING SPACE

- **November 15 is the deadline to submit all of your meeting space requirements.**
- **accuracy of requirements extremely important**
- **room allocations will be confirmed through the Congress request system by February 28**
- **departmental rooms and Congress support**

# CATERING AND AUDIO VISUAL

- as of October 1 you can download catering menus and audio visual pricing at [www.congress2014.ca/organizers](http://www.congress2014.ca/organizers)



# MISCELLANEOUS REQUESTS

- items such as poster boards, flipcharts etc.
- accuracy is very important with all of your requests



# ASSOCIATION ASSISTANTS

- through the Federation system you can hire help
- Association assistants can be situated at your Association Greeting table
- direct registered attendees to your events
- prepare for your sessions and events

# ACCESSIBILITY

- important to know ahead of time the specific needs of your members that are planning to attend

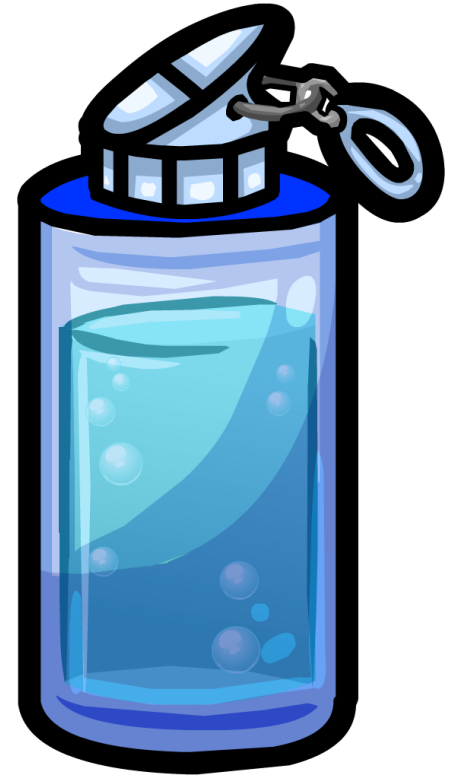
**“request ahead of time”  
before March 31”**

- Brock’s accessibility plan will be available to download



# SUSTAINABILITY

- Brock is pleased to offer many sustainable solutions for all attendees
- Encourage your attendees to bring their own water bottles for easy refilling throughout campus



# SUSTAINABILITY

- Fairtrade organic coffee, roasted in-house at the Guernsey Market and served at all functions



# SPECIAL EVENTS

- **your Association “Special Events” can be made open to all attendees –  
Just let us know!**
- **complete the Special Event listing form on the organizers page**
- **your events will be listed in the online calendar**

# SPECIAL EVENTS

- **submit by November 15 for guaranteed inclusion in the online calendar of events in time for registration launch mid January**
- **submit by March 14 to ensure inclusion into the Congress Guide**

# SPECIAL EVENTS

Apply

Reset

Date	Time	Subject	Series	Access Level
Jun 1	11:00 to 12:15	<a href="#">Canadian Association of Chairs of English - English @ the edge: A Chair's eye view</a>	Special event	All registered Congress attendees

# SPECIAL EVENTS

## Congress Event

### Canadian Association of Chairs of English - English @ the edge: A Chair's eye view

**When:**

Saturday, June 1, 2013, 11:00 - 12:15

**Where:**

Clearihue Building - A302

**Who can attend:**

All registered Congress attendees

**Hosted by:**

Association of Canadian College and University Teachers of English

**Event series:**

Special event

Seven Department Chairs share their views on the integration of programs like cultural studies, communications studies, media studies, and the digital humanities into "English Studies" at a moment when writing studies are expanding, teaching-only hires are becoming seemingly normalized, and the corporate university rationalizes its logic of vertical program cuts. Join us for a discussion of some our worries, hopes and convergences.

**SHARE THIS:**

# PROMOTING YOUR PROGRAM

- **you are responsible for sending us regular updates on your Association's conference agenda**
  
- **by doing so allows Congress attendees, media representatives and publishers to search ahead of Congress**

# PROMOTING YOUR PROGRAM

- **The Federation will post your programs on the congress website**
- **Ensuring that the Federation has the most up-to-date version of your program can greatly enhance the experience of your attendees**



# ASSOCIATION ASSISTANTS

- During Congress we refer to your program to help attendees find association meetings



# ASSOCIATION GREETING TABLE

- a greeting table is situated near the meeting spaces for your association
- can be used to distribute your program, a location for your members to connect



# CONGRESS PROGRAMMING

- **Big Thinking Lecture Series**
- **Career Corner**
- **President's Reception**
- **Federation Wine and Cheese**
- **Expo**

# CONGRESS PROGRAMMING

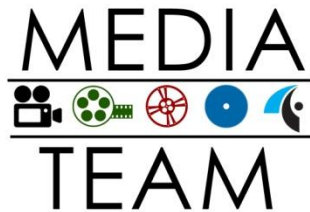
- ✓ check the congress website frequently for program updates
- ✓ make sure that you include all these Congress Programs within your own Association program
- ✓ You want to make sure that your attendees can fully take advantage of all that Congress offers

# COMMUNICATIONS

- the Federation media relations team continually scans your association programs for research presentations that may be of possible interest to the media
- the sooner the media relations team has access to your associations final program, the more time they have to pitch these sessions to interested media

# COMMUNICATIONS

- a fully staffed media relations team is at Congress



# COMMUNICATIONS

- the team works behind the scenes on campus during congress where media can get resources to help them cover the event.



# COMMUNICATIONS



**Remember to send us  
your programs. We can  
help promote.**





# FUNDING

- **International Keynote Speaker Fund**
  - ✓ applications due November 22
  
- **Aid for Interdisciplinary Sessions Fund**
  - ✓ applications due January 31

# ACCOMMODATIONS

- numerous accommodations in the St. Catharines and Niagara region
- on campus accommodations just being finalized
- consult the Congress 2014 website for updates

# TRANSPORTATION

- **various options are available for getting to and from Brock University**
- **by air, airport transportation, by train, car rentals, and local transportation – contact details are noted on the website**
- **accessible transportation details also available**

# PARKING

- ample campus parking at a daily rate of \$7.00
- parking passes will be available for purchase in the Congress Expo during the registration hours. Pay and display also available
- residence guests – receive complimentary parking – lots S and M

# FOOD SERVICES - CAMPUS

- times are being finalized for all of the Campus food outlets

**Consult the Congress website for details**



# CHILD MINDING

- **child minding options are being explored for Congress 2014**
  
- **consult the website for further details**

# CONTACTS

- a list of contacts is at the back of the planning guide
- if you have any questions at all please feel free to email [congress@ideas-idees.ca](mailto:congress@ideas-idees.ca)

# THE END





# THANK YOU

