



CONGRESS2014
OF THE HUMANITIES AND SOCIAL SCIENCES

Brock University
BORDERS
WITHOUT BOUNDARIES

May 24-30, 2014

Planning Guide

congress2014.ca



FEDERATION FOR THE
HUMANITIES AND
SOCIAL SCIENCES

FÉDÉRATION
DES SCIENCES
HUMAINES



50
1964-2014

The 2014 Congress of the Humanities and Social Sciences is an initiative of the Federation for the Humanities and Social Sciences and is hosted by Brock University.

www.congress2014.ca



About the Federation

The Federation for the Humanities and Social Sciences is the national voice and public policy advocate for Canada's scholars, students and practitioners in the humanities and social sciences.

The Federation is a not-for-profit charitable organization with a mandate to:

- Promote the value of research and learning in the humanities and social sciences
- Support the dissemination of knowledge to the public and the public policy community
- Provide a range of services to individual members and member institutions

The Federation works closely with many partners, including the Social Sciences and Humanities Research Council, other federal research-granting agencies, postsecondary groups and organizations with a stake in Canadian R&D and innovation.

www.ideas-idees.ca



About Brock University

Brock University sits on the crest of the Niagara Escarpment in southern Ontario, nestled between two Great Lakes in the heart of Ontario's grape and wine country. With seven faculties, more than 18,000 students, 12 Canada Research Chairs and nearly 600 professors, Brock is a dynamic centre of research and learning excellence. It buzzes with life, every day welcoming visitors to Ontario's Niagara Peninsula. Brock, which celebrates its 50th anniversary in 2014, is one of a handful of universities to be situated in a UNESCO Biosphere Reserve.

www.brocku.ca

TABLE OF CONTENTS

1.0 About Congress 2014

1.1	Welcome and introduction.....	2
1.2	Congress 2014 theme	3
1.3	Program Chairs (PCs) and Local Arrangements Coordinators (LACs)	3
1.4	Association conference schedule	4
1.5	Congress 2014 planning cycle.....	6
1.5.1	Key dates.....	6
1.5.2	Task checklist for organizers	8
1.6	Map of campus.....	9

2.0 Planning for a smooth Congress

2.1	Congress Request System	10
2.2	Association accounts	10
2.3	Registration	11
2.3.1	Congress fees.....	12
2.3.2	Association conference fees	12
2.3.3	Complimentary guests.....	12
2.4	Association mailing lists.....	13
2.5	Requesting meeting rooms and other spaces on campus	13
2.6	Audio-visual services	14
2.7	Catering	15
2.8	Additional furniture and miscellaneous equipment requests	15
2.9	Hiring an Association Assistant	16
2.10	Making your association meeting accessible	17
2.11	Making your association meeting sustainable	18

3.0 Programming and promotion

3.1	Promoting special events.....	19
3.2	Promoting your association's conference program	19
3.3	Association Greeting Table	20
3.4	Congress programming.....	20
3.4.1	<i>Big Thinking</i>	20
3.4.2	<i>Career Corner</i>	21
3.4.3	Federation wine and cheese receptions	21
3.4.4	President's Receptions.....	21
3.4.5	Congress Expo	22
3.5	Media relations, communications and social media	22
3.6	Funding support available to member associations.....	23
3.6.1	International Keynote Speaker Support fund	23
3.6.2	Aid for Interdisciplinary Sessions fund	24

4.0 Information services

4.1	Off-campus accommodations	25
4.2	On-campus accommodations.....	26
4.3	Transportation to St. Catharines & Niagara Falls	26
4.4	Local transportation.....	27
4.5	Accessible transportation.....	28
4.6	Parking	28
4.7	Food services	28
4.8	Child care.....	28

5.0 Contacts

5.1	Federation for the Humanities and Social Sciences	29
5.2	Congress 2014 office at Brock University	29
5.3	Program Chairs and Local Arrangements Coordinators.....	30



Jane Koustas



Jean-Marc Mangin

1.1 Welcome and introduction

Dear friends,

We would like to sincerely thank you for your leadership in the planning process for the 2014 Congress of the Humanities and Social Sciences. The roles of the Program Chair (PC) and Local Arrangements Coordinator (LAC) are essential to the success of Congress every year. Your roles may vary from association to association, but regardless of how tasks are divided, collectively you build your association's program, take care of logistical arrangements, and ensure a smooth flow of communication between your association members, the Federation and the host university.

Over the weeks and months ahead, we will all be working together to plan a successful Congress. First and foremost, our goal is to facilitate a positive meeting experience for your association and attendees. This Planning Guide is meant to be a tool and a resource to help you organize your association's conference. Please refer to this guide for information about every aspect of the planning process—from registration, requesting rooms, catering and audio-visual services, to applying for funding and promoting your association's program. This guide details your tasks and responsibilities and outlines the Congress planning cycle.

As you know, Congress 2014 is being held at Brock University in St. Catharines, Ontario. Brock is surrounded by vineyards and farmland, historic and tourist landmarks, including Niagara Falls, and is located within the Niagara Escarpment Biosphere Reserve. It will be a fun and inspiring location for Congress 2014.

During Congress, we will mark Brock's 50th anniversary as we celebrate scholarship and creativity in the academy and the community as well as across traditional disciplinary boundaries and geo-political borders. Let's embrace the Congress theme of "Borders without Boundaries" by creating new spaces, real and virtual, in which we demonstrate that "ideas can" transform our world.

Jane Koustas
Academic Convenor for Congress 2014, Brock University

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

1.2 Congress 2014 theme

Brock University welcomes the opportunity to host the 2014 Congress of the Humanities and Social Sciences, a unique showcase of scholarly excellence, creativity and leadership. Taking place from May 24 to 30, Congress 2014 will welcome more than 70 scholarly associations and an estimated 8,000 attendees.

The theme of “Borders without Boundaries” reflects Brock University’s proximity to the geopolitical border with the USA and primarily the need to think, work and create beyond traditional disciplinary, historical, cultural and social boundaries. “Borders without

Boundaries” invites reflection on the links between the academy and the community, the mediation of boundaries in a virtual world, the development of new conceptions of rural and urban spaces, and the place and definition of friends, citizens and peoples in our social, academic and politically defined communities.

The Congress theme acts as a unifying concept that bridges the multiple association conference programs together. We encourage you to keep the theme “Borders without Boundaries” in mind as you plan your programming.

1.3 Program Chairs (PCs) and Local Arrangements Coordinators (LACs)

As a Program Chair (PC) or Local Arrangements Coordinator (LAC) for your association, you are responsible for planning and promoting the association program, taking care of the logistical arrangements and ensuring a smooth flow of communication between your association’s members, the Federation and the host university.

Major responsibilities

Meeting planning

- Requesting meeting and event spaces, audio-visual services and catering through the Congress Request System available via www.congress2014.ca/organizers. Your username and password to login to the Congress Request System will be sent via email on October 1, 2013.

Program planning and promotion

- Coordinating the association’s call for papers and scheduling sessions
- Planning and sharing the association program with the Federation and the association’s membership, in advance of Congress
- Promoting the association program onsite during Congress through the Information Office or through a staffed Association Greeting Table
- Sharing information about special events open to all attendees with the Federation for posting on www.congress2014.ca and in the *Congress Guide*
- Applying for funding opportunities to enhance the association program.

Communication

- Sharing preliminary and final association programs with the Federation
- Coordinating association membership lists and sharing this information with the Federation
- Sharing the association’s conference fee schedule with the Federation
- Relaying messages from the Federation to association members regarding matters such as:
 - registration,
 - information services (transportation, dining services, accessibility, etc.), and
 - Federation-led and university-led events.

1.4 Association conference schedule (Draft)

The following schedule indicates the meeting dates for each association's conference. These are the dates that will be published on www.congress2014.ca, in the *Congress Guide*, and shared with all attendees.

- **Estimated attendance:** Please note the estimated attendance numbers are listed beside your association. These numbers have been calculated based on average attendance at past Congresses, and you should plan your 2014 conference based on this. If you are expecting significantly different attendance than what is indicated, please contact the Federation at congress@ideas-idees.ca.
- **President's Receptions:** The "P" in the schedule indicates the President's Reception date assigned to your association. Each association is invited to one reception. For more information on President's Receptions, which are hosted by Brock University, see page 21 of this guide.

Associations (listed by conference start date)	Estimated attendance*	F 23	S 24	S 25	M 26	T 27	W 28	T 29	F 30
Canadian Association of Chairs of English (CACE #207)	18	√							
Canadian Society for the Study of Names (CSSN #42)	20		√	√P					
Canadian Association for the Advancement of Netherlandic Studies (CAANS #43)	17		√	√P					
Canadian Association of Learned Journals (CALJ #98)	35		√	√P					
Association for Canadian and Québec Literatures (ACQL #7)	66		√	√P	√				
Canadian Association for Commonwealth Literature and Language Studies (CACLALS #12)	74		√	√P	√				
Canadian Society for Italian Studies (CSIS #33)	54		√	√P	√				
Canadian Linguistic Association (CLA #37)	118		√	√P	√				
Canadian Society for Renaissance Studies (CSRS #51)	64		√	√P	√				
Canadian Society for the Study of Practical Ethics (CSSPE #53)	23		√	√P	√				
Canadian Association of Slavists (CAS #56)	91		√	√P	√				
Canadian Society for the History of Medicine (CSHM #70)	79		√	√P	√				
Hungarian Studies Association of Canada (HSAC #210)	19		√	√P	√				
Canadian Association for the Study of Discourse and Writing (CASDW #215)	70		√	√P	√				
Canadian Society for Aesthetics (CSAe #231)	36		√	√P	√				
Canadian Society of Medievalists (CSM #249)	46		√	√P	√				
Association canadienne d'études francophones du 19 ^e siècle (ACÉF 19 #276)	24		√	√P	√				
Canadian Industrial Relations Association (CIRA #31)	134		√	√P	√				
Canadian Society of Biblical Studies (CSBS #6)	119		√	√	√P				
Canadian Society of Church History (CSCH #9)	37		√	√	√P				
Canadian Society for the History and Philosophy of Science (CSHPS #25)	90		√	√	√P				
Canadian Society of Patristic Studies (CSPS #45)	30		√	√	√P				
Association of Canadian College and University Teachers of English (ACCUTE #19)	308		√	√P	√	√			
Canadian Association of University Teachers of German (CAUTG #23)	55		√	√P	√	√			
Canadian Association of Food Studies (CAFS #297)	86		√	√P	√	√			
Canadian Association for Theatre Research (CATR #64)	110		√	√P	√	√			
Women's and Gender Studies et Recherches Féministes (WGSRF #96)	140		√	√P	√	√			
Canadian Society for the Study of Religion (CSSRe #50)	109		√	√	√P	√			
Canadian Society for the Study of Higher Education (CSSHE #16)	99		√	√	√P	√			
Canadian Association for the Study of Adult Education (CASAE #217)	104		√	√	√P	√			
		F 23	S 24	S 25	M 26	T 27	W 28	T 29	F 30

P - President's reception (Each association is invited to one reception.)

1.0 About Congress 2014

Associations (listed by conference start date)	Estimated attendance*	F 23	S 24	S 25	M 26	T 27	W 28	T 29	F 30
Canadian Society for the Study of Education (CSSE #15)	931		√	√	√P	√	√		
Canadian Evangelical Theological Association (CETA #246)	18			√P					
Canadian Jacques Maritain Association (CJMA #257)	17			√P	√				
Canadian Association of Professional Academic Librarians (CAPAL #304)	100			√P	√				
Canadian Comparative Literature Association (CCLA #38)	65			√P	√	√			
Association for Canadian Jewish Studies (ACJS #34)	38			√P	√	√			
Canadian Society for the History and Philosophy of Mathematics (CSHPM #39)	54			√P	√	√			
Finno-Ugric Studies Association of Canada (FUSAC #211)	17			√P	√	√			
Association des professeur.e.s de français des universités et collèges canadiens (APFUCC #21)	77			√P	√	√	√		
Canadian Philosophical Association (CPA #47)	261			√	√P	√	√		
Bibliographical Society of Canada (BSC #238)	43				√P	√			
Canadian Theological Society (CTS #65)	57				√P	√	√		
Canadian Association for Translation Studies (CATS #240)	63				√P	√	√		
Canadian Society for Digital Humanities (CSDH #255)	47				√P	√	√		
Canadian Historical Association (CHA #26)	420				√	√	√P		
Canadian Association of Applied Linguistics (CAAL #256)	148				√	√	√P		
Association for the Advancement of Scandinavian Studies in Canada (AASSC #201)	26				√	√	√P	√	
Canadian Association for Social Work Education (CASWE #57)	600				√	√	√	√P	
Canadian Sociological Association (CSA #59)	393				√	√	√	√P	√
Canadian Association of Geographers (CAG #150)	414				√	√	√	√P	√
Canadian Applied Literature Association (CALA #251)	16					√	√P		
Canadian Association for the Study of Book Culture (CASBC #295)	35					√	√P		
Canadian Political Science Association (CPSA #48)	622					√	√P	√	
Environmental Studies Association of Canada (ESAC #259)	68					√	√P	√	
Film Studies Association of Canada (FSAC #242)	110					√	√	√P	
Canadian Association for Studies in Co-operation (CASC #92)	68					√	√	√P	√
Society for Socialist Studies (SSS #58)	119					√	√	√P	√
Canadian Association of Hispanists (CAH #24)	111					√	√	√P	√
Society for Existential and Phenomenological Theory and Culture (EPTC #239)	51					√	√	√P	√
Canadian Cartographic Association (CCA #296)	25					√	√	√P	√
Canadian Game Studies Association (CGSA #299)	35						√P	√	
Canadian Catholic Historical Association (CCHA #8)	36						√P	√	√
Canadian Population Society (CPS #49)	83						√P	√	√
Canadian Society for the Study of Rhetoric (CSSR #111)	32						√P	√	√
Canadian Association for the Study of International Development (CASID #225)	166						√P	√	√
Canadian Disability Studies Association (CDSA #293)	68						√P	√	√
Association for Nonprofit and Social Economy Research (ANSER #300)	144						√P	√	√
Canadian Communication Association (CCA #105)	213						√P	√	√
Canadian Peace Research Association (CPRA #46)	16						√P	√	√
Canadian Association for Information Science (CAIS #68)	67						√P	√	√
Canadian Association of Music Libraries (CAML #103)	30						√	√P	√
Canadian University Music Society (MusCan #41)	75						√	√P	√
Sexuality Studies Association (SSA #303)	75							√P	√
Canadian Association for Work and Labour Studies (CAWLS #305)	100							√P	√

*Numbers are based on an average attendance of several congresses

P - President's reception (Each association is invited to one reception.)

1.5 Congress 2014 planning cycle

As a PC or LAC, you are responsible for completing each of the following tasks prior to the deadline. You can begin all tasks on October 1st when the Congress Request System goes online, with the exception of placing catering and audio-visual equipment requests which can be submitted after February 28th. For information on how to perform each task, please consult this guide or visit www.congress2014.ca/organizers.

Throughout the planning cycle, all organizers are encouraged to work in partnership with the Federation to promote their association and their events. This can be done by:

- verifying that the information posted online about your association at www.congress2014.ca/associations is complete and up-to-date;
- notifying the Federation of any important or newsworthy events that are happening at your conference, in order to potentially gain media coverage;
- submitting the **Special Events Listing Form** for each session that you wish to open up to all registered Congress attendees. These events will be included in the *Congress Guide* and in the online calendar of events at www.congress2014.ca/calendar. The Federation will also promote some of these events through additional channels such as the blog, emails to attendees, and social media. Submit your form before November 15th to take full advantage of promotional opportunities.

To contact the Federation, please email us at congress@ideas-idees.ca.

1.5.1 Key dates

September 19, 2013

- Planning meeting is held at Brock University
- ACTION: Verify that the information posted on the website via www.congress2014.ca/associations is correct.

October 1, 2013

- Usernames and passwords for the Congress Request System are emailed to you
- The Congress Request System opens
- ACTION: Begin submitting forms and requests for rooms
- ACTION: Begin submitting the Special Events Listing Form for events which are open to all registered attendees, to be promoted in the *Congress Guide* and in the online calendar of events

October 11, 2013

- DEADLINE: Submit your Association Account form
- DEADLINE: Submit your association's mailing list

October 18, 2013

- DEADLINE: Submit your Association Conference Fees form

November 15, 2013

- DEADLINE: Request meeting rooms
- DEADLINE: Recommend potential Expo exhibitors to the Federation
- DEADLINE: Submit the Special Events Listing Form to take full advantage of promotional opportunities

November 22, 2013

- DEADLINE: Apply for funding from the International Keynote Speaker Support Fund

December 2013

- As you prepare your preliminary conference program, the Federation strongly encourages you to include the following: your President's Reception (see indicated date in the Association Conference schedule, see pages 4–5), *Big Thinking* lectures, *Career Corner* sessions and other events that are open to all attendees.

December 11, 2013

- DEADLINE: Submit your preliminary conference programs (PDF) which will be posted on www.congress2014.ca prior to the launch of registration in mid-January. Your members will be looking for these details as they decide whether or not to participate in Congress 2014.

January 2014

- IMPORTANT! Congress registration opens in mid-January; traffic to the www.congress2014.ca website increases dramatically.
- The Federation begins distributing Congress 2014 email and print material to all your members and those on the Congress mailing list (including the mailing lists that you provided in October) to encourage individuals to register, and to book travel and accommodations.
- ACTION: Start monitoring your association's registration list, available by logging in to the Congress Request System, to verify that all participants in your association's conference have registered (including speakers, presenters, panelists and those chairing or attending).

January 31, 2014

- DEADLINE: Apply for funding from the Aid For Interdisciplinary Sessions Fund application

February 7, 2014

- DEADLINE: Submit the Hire an Association Assistant form
- DEADLINE: Submit the Association Greeting Table form

February 21, 2014

- DEADLINE: Submit updated conference program (PDF)

February 28, 2014

- DEADLINE: Submit the Complimentary Guest Registrations form
- Room allocations have been assigned, and can be viewed in the Congress Request System
- The Congress Request System opens for catering and audio-visual requests
- ACTION: You should review the rooms that have been assigned to your association and notify the university of any problems with the allocations
- ACTION: Begin submitting requests for catering and audio-visual equipment

March 14, 2014

- FINAL DEADLINE: Submit the Special Events Listing Form, if not already submitted, for inclusion in the *Congress Guide* and the online calendar of events.

March 31, 2014

- Cut-off date for early-bird registration rates

April 11, 2014

- DEADLINE: Request audio-visual equipment
- DEADLINE: Request catering orders
- DEADLINE: Submit your Additional Furniture and Miscellaneous Equipment form

April 25, 2014

- DEADLINE: Submit final conference program (PDF). All programs will be posted on www.congress2014.ca.

May 2014

- ACTION: Review your association's registration list, available by logging in to the Congress Request System, to verify that all participants in your association's conference have registered (including speakers, presenters, panelists and those chairing or attending).

1.5.2 Task checklist for organizers

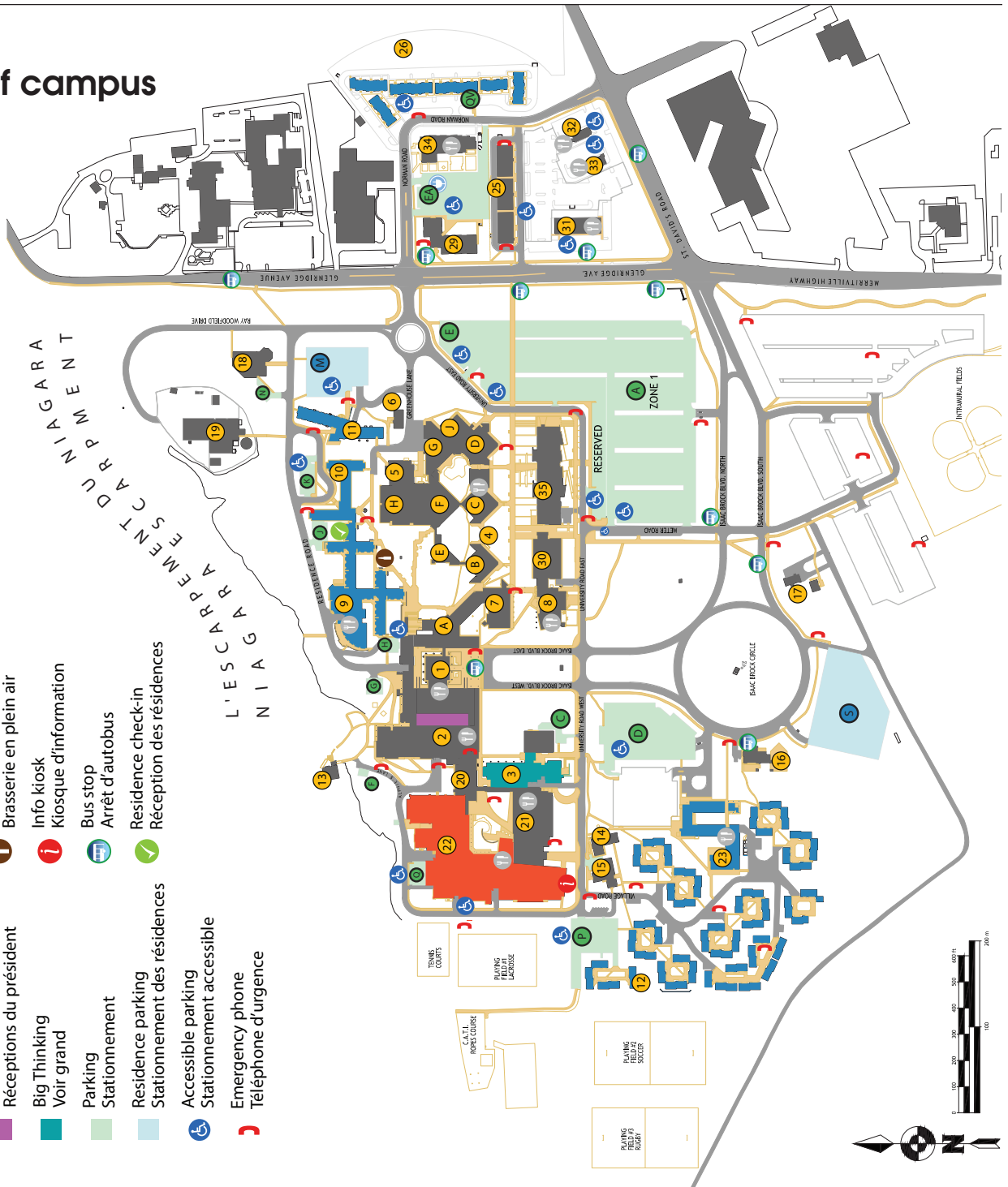
✓	Deadline	Action	Page
<input type="checkbox"/>	Ongoing	Submit the Special Events Listing form for events to be promoted in the Congress Guide and in the online calendar or events	19
<input type="checkbox"/>	October 11, 2013	Submit Association Account form	10
<input type="checkbox"/>	October 11, 2013	Submit association mailing list	13
<input type="checkbox"/>	October 18, 2013	Submit Association Conference Fees form	12
<input type="checkbox"/>	November 15, 2013	Submit Special Events Listing form for events to be promoted in the online calendar of events for the launch of registration	19
<input type="checkbox"/>	November 15, 2013	Request meeting rooms	13
<input type="checkbox"/>	November 15, 2013	Recommend potential Expo exhibitors to the Federation	22
<input type="checkbox"/>	November 22, 2013	Apply for funding from the International Keynote Speaker Support Fund	23
<input type="checkbox"/>	December 11, 2013	Submit preliminary conference program (PDF)	19
<input type="checkbox"/>	January 31, 2014	Apply for funding from the Aid for Interdisciplinary Sessions Fund	24
<input type="checkbox"/>	February 7, 2014	Submit Hire an Association Assistant form	16
<input type="checkbox"/>	February 7, 2014	Submit the Association Greeting Table form	20
<input type="checkbox"/>	February 21, 2014	Submit updated conference program (PDF)	19
<input type="checkbox"/>	February 28, 2014	Submit Complimentary Guest Registrations form	12
<input type="checkbox"/>	March 14, 2014	Final day to submit Special Event Listing Form for inclusion in the <i>Congress Guide</i> and the online calendar of events	19
<input type="checkbox"/>	February 28, 2014 to April 11, 2014	Request audio-visual equipment	14
<input type="checkbox"/>	February 28, 2014 to April 11, 2014	Place catering requests	15
<input type="checkbox"/>	April 11, 2014	Submit Additional Furniture and Miscellaneous Equipment form	15
<input type="checkbox"/>	April 25, 2014	Submit final conference program (PDF)	19

1.6 Map of campus

Building index/Index des bâtiments Legend/Légende

- | | | | |
|----|-----------------------------------|----|--|
| 1 | Arthur Schmon Tower | 11 | Registration/Expo
Inscription/Expo |
| 2 | *James A. Gibson Library | 12 | President's Receptions
Réceptions du président |
| 3 | *Matheson Learning Commons | 13 | Big Thinking
Voir grand |
| 4 | Thistle Complex | 14 | Parking
Stationnement |
| 5 | *Sean O'Sullivan Theatre | 15 | Residence parking
Stationnement des résidences |
| 6 | Robert S.K. Welch Hall | 16 | Accessible parking
Stationnement accessible |
| 7 | *David S. Howes Theatre | 17 | Emergency phone
Téléphone d'urgence |
| 8 | Mackenzie Chown Complex | 18 | Electric vehicle station
Borne de recharge pour véhicules électriques |
| 9 | *Dr. Charles A. Sankey Chamber | 19 | Food services
Services de restauration |
| 10 | *Pond Inlet | 20 | Wine and Beer Garden
Brasserie en plein air |
| 11 | Inniskillin Hall | 21 | Info kiosk
Kiosque d'information |
| 12 | Alumni Greenhouse | 22 | Bus stop
Arrêt d'autobus |
| 13 | Taro Hall | 23 | Residence check-in
Réception des résidences |
| 14 | Student - Alumni Center | 24 | Residence check-in
Réception des résidences |
| 15 | Decrow Residence | 25 | Residence check-in
Réception des résidences |
| 16 | Gordon and Betty Vallee Residence | 26 | Residence check-in
Réception des résidences |
| 17 | Alan Earp Residence | 27 | Residence check-in
Réception des résidences |
| 18 | Village Residence | 28 | Residence check-in
Réception des résidences |
| 19 | Alphie's Trough | 29 | Residence check-in
Réception des résidences |
| 20 | Harrison Hall | 30 | Residence check-in
Réception des résidences |
| 21 | Kenmore Center | 31 | Residence check-in
Réception des résidences |
| 22 | Rosalind Blauer Center | 32 | Residence check-in
Réception des résidences |
| 23 | Theal House | 33 | Residence check-in
Réception des résidences |
| 24 | Concordia Lutheran Seminary | 34 | Residence check-in
Réception des résidences |
| 25 | Central Utilities Building | 35 | Residence check-in
Réception des résidences |
| 26 | Scotiabank Hall | | |
| 27 | South Block | | |
| 28 | *Art & Val Fleming Commons | | |
| 29 | Walker Complex | | |
| 30 | *Ian D. Beddis Gymnasium | | |
| 31 | Lowenberger Residence | | |
| 32 | East Academic | | |
| 33 | Quarryview Residence | | |
| 34 | 573 Glenridge Avenue | | |
| 35 | Plaza Building | | |

- | | | | |
|----|-----------------------------------|----|--|
| 1 | Arthur Schmon Tower | 11 | Registration/Expo
Inscription/Expo |
| 2 | *James A. Gibson Library | 12 | President's Receptions
Réceptions du président |
| 3 | *Matheson Learning Commons | 13 | Big Thinking
Voir grand |
| 4 | Thistle Complex | 14 | Parking
Stationnement |
| 5 | *Sean O'Sullivan Theatre | 15 | Residence parking
Stationnement des résidences |
| 6 | Robert S.K. Welch Hall | 16 | Accessible parking
Stationnement accessible |
| 7 | *David S. Howes Theatre | 17 | Emergency phone
Téléphone d'urgence |
| 8 | Mackenzie Chown Complex | 18 | Electric vehicle station
Borne de recharge pour véhicules électriques |
| 9 | *Dr. Charles A. Sankey Chamber | 19 | Food services
Services de restauration |
| 10 | *Pond Inlet | 20 | Wine and Beer Garden
Brasserie en plein air |
| 11 | Inniskillin Hall | 21 | Info kiosk
Kiosque d'information |
| 12 | Alumni Greenhouse | 22 | Bus stop
Arrêt d'autobus |
| 13 | Taro Hall | 23 | Residence check-in
Réception des résidences |
| 14 | Student - Alumni Center | 24 | Residence check-in
Réception des résidences |
| 15 | Decrow Residence | 25 | Residence check-in
Réception des résidences |
| 16 | Gordon and Betty Vallee Residence | 26 | Residence check-in
Réception des résidences |
| 17 | Alan Earp Residence | 27 | Residence check-in
Réception des résidences |
| 18 | Village Residence | 28 | Residence check-in
Réception des résidences |
| 19 | Alphie's Trough | 29 | Residence check-in
Réception des résidences |
| 20 | Harrison Hall | 30 | Residence check-in
Réception des résidences |
| 21 | Kenmore Center | 31 | Residence check-in
Réception des résidences |
| 22 | Rosalind Blauer Center | 32 | Residence check-in
Réception des résidences |
| 23 | Theal House | 33 | Residence check-in
Réception des résidences |
| 24 | Concordia Lutheran Seminary | 34 | Residence check-in
Réception des résidences |
| 25 | Central Utilities Building | 35 | Residence check-in
Réception des résidences |
| 26 | Scotiabank Hall | | |
| 27 | South Block | | |
| 28 | *Art & Val Fleming Commons | | |
| 29 | Walker Complex | | |
| 30 | *Ian D. Beddis Gymnasium | | |
| 31 | Lowenberger Residence | | |
| 32 | East Academic | | |
| 33 | Quarryview Residence | | |
| 34 | 573 Glenridge Avenue | | |
| 35 | Plaza Building | | |



2.0 Planning for a smooth Congress

2.1 Congress Request System

The Congress Request System is a web-based software tool specifically designed for you to submit requests and forms as you prepare for Congress. To log in to the system, go to www.congress2014.ca/organizers and click on the link at the top of the page. Your username and password will be emailed to you on October 1, 2013. Please note that a different username and password will be issued to you for each Congress that you are a PC or LAC.

This software is a request consolidation tool that collects all of that data in one place. With over 70 associations holding their annual conferences at Congress 2014, it is important that all requests get managed through this system. This will ensure that every item you submit is properly tracked and processed by the Federation and by Brock University and that the infrastructure and meeting spaces your association requires are in place. During Congress, all onsite staff and volunteers will be referring to the Congress Request System as they deliver services to your association. This includes the Information Office staff, the Info Kiosks staff, the AV technicians, the catering team, and other assistants located across campus. It will be difficult for the Congress staff and volunteers to logistically support your events if the rooms and equipment required have not been booked using the methods laid out in this guide.

The Congress Request System also shows you important information such as the rooms that have been allocated to your association and the list of people who have registered to attend your association's conference.

Through the Congress Request System, you can:

- Open your association account
- Set your association's conference fees
- Request meeting spaces
- View your room allocations
- Request audio-visual equipment
- Request catering
- Apply for International Keynote Speaker funding
- Apply for Aid to Interdisciplinary Sessions funding
- Book your Association Greeting Table
- Hire an Association Assistant

- Submit your complimentary guest list
- View the list of registered attendees for your association's conference

✓ ACTION:

Go to www.congress2014.ca/organizers, click on the link at the top of the page for the Congress Request System, and then log in to the system using the username and password that were emailed to you. If you have trouble logging in, please contact congress@ideas-idees.ca.

2.2 Association accounts

Association Conference Fees are collected by the Federation on behalf of associations through the Congress registration system. After Congress, your association's expenses will be deducted from the revenue, and the balance of the account will be remitted to your association.

Authorized people identified on the **Association Account** form (in the Congress Request System) can charge expenses such as catering costs, bar services, rental of audio-visual equipment, photocopying and printing, and contractor help against the association account.

Charges for off-campus services cannot be billed to association accounts. Each association is responsible for all costs incurred in organizing and running its program and providing any special events and services, such as banquets, tours or simultaneous translation services.

Your account number will be the same as your association number as indicated in the **Association Conference Schedule** on pages 4-5.

✓ ACTION:

Open your association account and identify authorized personnel by submitting the **Association Account** form in the Congress Request System (www.congress2014.ca/organizers) by **October 11, 2013**.

2.3 Registration

Attendees can register for Congress 2014 starting mid-January 2014. Details on how to register will be posted at www.congress2014.ca/register. Methods of registration include:

- Online
- By fax
- By mail
- In person: during Congress at the Registration Desk

The online registration system is secure and easy to use, and is open from mid-January up to the last day of Congress. Everyone who has registered online, by fax or by mail must visit the onsite Registration Desk to pick up their name badge and receipt.

The onsite Registration Desk will be located in the Walker Complex at Brock University, and will be open

- Friday, May 23 from 10:00 to 17:30
- Saturday, May 24 to Thursday, May 29 from 7:30 to 17:30
- Friday, May 30 from 7:30 to 14:00

The registration fees are broken down into two components — the **Congress fee** and your **Association conference fee**. The Congress fee is set by the Federation and varies depending on the category (retired, student, unwaged, or regular attendee). There is an early-bird discount for those who register before March 31st. Association conference fees are set by your association. You are encouraged to advise your members that by registering early they will save on registration fees.

The payment of registration fees is compulsory for all attendees, including speakers, presenters, panelists and those chairing or attending a session. Please inform your members that all participants must register through the Congress registration system for the specific association conference(s) in which they are participating. Every year, non-registered conference attendees cause a significant loss of revenue that can result in increased registration fees overall. Please let your members know that by not paying they withhold much-needed support from their own associations while penalizing their paying colleagues.

You can keep track of who has registered for your association's conference at Congress 2014 by downloading the reports available in the Congress Request System. The Congress registration system is not connected to your association's membership system and thus does not verify membership status, so it is your responsibility to monitor this. You should check that each of the presenters, panelists, chairs and participants at your conference has registered. If a presenter's or panelist's name is not listed in the reports then she/he has not registered and your association is losing revenue from your association conference fees.

Onsite at Congress 2014, the official name badges will show who has registered (and paid) for your association's conference. The acronym of the association(s) that the attendee has registered for will be printed on the bottom right corner of the name badge. If a presenter or participant at your conference does not have your association's acronym listed (or if there is a black stripe) then you should direct them to register at the Congress Registration Desk located inside Congress Expo.

✓ **ACTION:**

Remind all of the presenters, panelists, chairs and members at your conference that they need to register at www.congress2014.ca/register and that they must add your association in Section 3 of the registration form. **Congress registration opens in mid-January.**

✓ **ACTION:**

Review the list of people who have registered for your association's conference at Congress 2014 by clicking the links in the **Reports** section in the Congress Request System.

✓ **ACTION:**

Monitor name badges among the presenters and participants at your conference during Congress 2014.

2.3.1 Congress fees

All attendees, including speakers, presenters, panelists and those chairing or attending, must pay the general Congress fee.

Congress fee prior to March 31, 2014:

- Regular: \$165
- Students, retired and unwaged: \$60

Congress fee as of April 1, 2014:

- Regular: \$199
- Students, retired and unwaged: \$80

2.3.2 Association conference fees

You are responsible for setting your association's conference fees (conference fees do not include your association's membership fees). The 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, catering, banquets, and honoraria and travel for special guests.

The Federation encourages you to keep your conference fee structure simple in order to facilitate the registration process (member, non-member, retired member and non-member, student member and non-member, unwaged member and non-member).

✓ ACTION:

Set your fees by submitting the **Association Conference Fees** form in the Congress Request System (www.congress2014.ca/organizers) by **October 18, 2013**.

2.3.3 Complimentary guests

Member associations of the Federation receive complimentary registrations for a limited number of special guests. Associations often allocate these complimentary registrations to special guests, invited attendees from abroad, or key organizers. Both the general Congress fee and the Association conference fee will be waived. Please inform your guests not to register for Congress as we will process these registrations.

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

No. of registered attendees at Congress 2013	No. of complimentary registrations granted for Congress 2014*
5-50	2
51-150	4
151-300	6
301+	8

*You will be informed of the number of complimentary registrations granted to your association for Congress 2014

If your association requires more than your allotted amount of complimentary registrations, they can be obtained at a rate of \$165 per additional registration, and will be billed to your association account. Please email congress@ideas-idees.ca for details.

✓ ACTION:

Submit the **Complimentary Guest Registration** form in the Congress Request System (www.congress2014.ca/organizers) by **February 28, 2014**, and inform your guests not to register themselves.

2.4 Association mailing lists

In order to help promote your conference at Congress 2014 and encourage your members to register, please send a complete copy of your association's mailing list (including email addresses) to the Federation. An Excel template for the mailing addresses will be provided at www.congress2014.ca/organizers. Due to the high volume of addresses, it is important that you follow the specified format as we cannot accept them otherwise.

These lists will be used for the sole purpose of distributing information about Congress 2014, and will be kept secure to ensure the privacy of your members. The Federation will send a combination of promotional emails and printed material that may contain details such as:

- which associations are coming to Congress 2014 and information about each association's conference;
- how to register;
- keynote speakers and other events that are of interest to all attendees;
- local tourist attractions; and
- travel and accommodations information.

✓ ACTION:

Send a copy of your mailing list (using the format of the Excel template provided at www.congress2014.ca/organizers) to congress@ideas-idees.ca by **October 11, 2013**. Any mailing list submitted after this date may be added to the Congress 2014 email distribution list but not to the print distribution list.

2.5 Requesting meeting rooms and other spaces on campus

You are responsible for submitting a room request for each meeting space on campus that your association requires for Congress. This includes rooms for sessions, executive meetings, annual general meetings, plenary sessions, receptions, banquets, poster-sessions and other events.

Every effort will be made to accommodate specific and special requests, but there is no guarantee that an association will receive a specific room, space, or location on campus. Factors such as accessibility, proximity to related associations and efficient use of campus space are considered when assigning rooms.

All spaces for events happening during or in conjunction with Congress must be requested through the Congress Request System. Associations will be advised of room allocations by February 28, 2014.

Types of meeting spaces available

Seminar room: small room (seats up to 25), moveable tables and chairs.

Classroom: medium- to large-sized room with fixed or moveable tables and chairs. Please specify your set-up preference in the Additional Information field of the request system.

Lecture hall: large room with sloped, fixed seating.

Theatre: large room with fixed seating equipped with a stage, specialized sound equipment and lighting options.

Special event space: space required for a reception, book launch or a unique event (concert, film, or exhibit). Please specify your event type in the Additional Information field of the Congress Request System.

Tips

- Provide complete information on the type of set-up your association will need for each session and/or event (e.g. theatre, classroom, workshop, poster session).
- Be realistic when specifying the projected attendance for each meeting, as well as when specifying the time the space will be needed as this will help us meet the needs of all associations.
- Indicate clearly if wheelchair accessibility is required or if there are other special needs as not all classrooms and buildings are equally accessible to persons in wheelchairs.
- For any joint session, clearly indicate the name of the association that is responsible for arrangements such as room reservation, catering, audio-visual, etc.
- Use the **Notes** field to clearly communicate special requests related to space such as room layout, furniture requirements, and specific building or room preferences.

✓ ACTION:

Request all of your **meeting rooms and special event spaces** using the Congress Request System (www.congress2014.ca/organizers) by **November 15, 2013**. To submit a room request, click on the Add Room button in the request summary area, and fill out the form for each individual room request.

2.6 Audio-visual services

You are responsible for submitting requests for audio-visual equipment and services that your association will require throughout Congress. This includes access to equipment that may be built in to rooms as well as special equipment that needs to be brought in to a meeting room. Audio-visual equipment and services are rented for 4-hour or full-day periods.

Every effort will be made to accommodate audio-visual requests, but there is no guarantee that an association will receive specific equipment requested. In the case that requested equipment is not available, you will be notified by early May.

✓ ACTION:

Place requests for **audio-visual equipment** using the Congress Request System (www.congress2014.ca/organizers) **between February 28, 2014 and April 11, 2014**. To submit an A/V request, press the (+) button of the associated room request to expand the line and then click on the Audio-Visual button. Only room requests that have a space allocated to them can have an A/V request added.

A basic presentation package is automatically applied by default to every room you book in the Congress Request System. The basic presentation package includes a computer, data projector, projection screen, internet access and sound system. It is your responsibility to remove this request for any room bookings/events that do not require it.

2.7 Catering

You are responsible for submitting requests for catering services that your association will require throughout Congress. All requests must be submitted through the Congress Request System beginning February 28th, once the room allocations have been completed.

Catering services available are: breakfasts, coffee breaks, luncheons, dinners and receptions. The menu will be posted at www.congress2014.ca/organizers. For special menu items and services, beyond the online menu, please contact catering@brocku.ca.

Every effort will be made to accommodate special catering requests, but there is no guarantee that an association will receive such requests. In the case that specific food and beverages are not available, you will be notified by early May.

Tips

- Identify severe allergies or special dietary needs in the **Notes** field, and discuss them with the caterer.
- Submit your catering requests as early as possible to ensure that all of your orders are filled.
- Make sure you review the catering policies listed at the end of the catering menu. The menu will be posted at www.congress2014.ca/organizers for your reference.

✓ ACTION:

Place your **catering requests** using the Congress Request System (www.congress2014.ca/organizers) **between February 28, 2014 and April 11, 2014**. To submit a catering request, press the (+) button of the associated room request to expand the line and then click on the Catering button. Only room requests that have a space allocated to them can have a catering request added.

2.8 Additional furniture and miscellaneous requests

You may require additional furniture and/or miscellaneous equipment for your association's conference, such as easels, poster boards, etc. You are responsible for requesting any miscellaneous items by completing the appropriate form through the Congress Request System. A list of commonly requested items will be posted at www.congress2014.ca/organizers. For items beyond the online list, please contact congress2014specialrequest@brocku.ca.

Every effort will be made to accommodate miscellaneous requests, but there is no guarantee that an association will receive specific equipment requested. In the case that requested equipment is not available, you will be notified by early May.

✓ ACTION:

Submit additional furniture and miscellaneous requests using the form in the Congress Request System **by April 11, 2014**.

2.9 Hiring an Association Assistant

You may wish to hire an assistant to support various aspects of your meetings at Congress. Association Assistants can help you:

- staff your association greeting table;
- respond to inquiries from your association's attendees;
- direct registered attendees to your event(s); and
- prepare for sessions and events.

Hiring

The Federation makes the process of hiring an assistant easy. Complete the Hire an Association Assistant form. The Federation will handle the hiring process and administration of payment. The association is responsible for tracking and approving the assistants' hours on a timesheet provided.

If you have a particular individual in mind, be sure to fill out the "Recommend an Individual" portion of the Hire an Association Assistant form. That individual must also submit an application at www.congress2014.ca/work-at-congress, and should indicate the name of your association.

Wages

The rate for assistants will be \$11 an hour. Assistants with shifts over six hours are entitled to one hour of unpaid break time that will automatically be deducted from their total hours, unless otherwise indicated by a supervisor. Costs will be deducted from your association account.

Training

The Federation hosts an orientation session for all assistants. Traditionally held on the Thursday prior to Congress, the session highlights general Congress information and details pertinent to specific positions. It is important that you meet with your assistant(s) before the beginning of your conference to inform them of their specific duties. Also be sure to communicate where your assistant(s) is to report to on their first day. Please ensure that any additional training hours required (over and above the orientation) are included in the hours you submit on the timesheet.

✓ ACTION:

Indicate how many assistants you would like to hire by submitting the **Hire an Association Assistant** form in the Congress Request System (www.congress2014.ca/organizers) by **February 7, 2014**.

2.10 Making your association meeting accessible

The Federation and Brock University are working together to improve the accessibility of all aspects of Congress 2014. In order to successfully plan an accessible meeting, it is important to know in advance the specific needs of the members who are planning to attend.

Beginning in 2014, the Federation will be collecting accessibility requests online from pre-registered attendees via an Accessibility Needs and Information questionnaire. Associations are encouraged to direct their members to this questionnaire during the online early registration process, preferably before March 31, 2014.

The information collected will be distributed to your association in hopes that you will work with the host university to respond to these requests as best as possible, within the constraints of your budget. This information will also be used to improve the overall accessibility of future Congresses.

Below are some general accessibility tips that can be beneficial for all attendees and will contribute to the inclusive spirit of Congress 2014.

Preparing accessible association material

- Ensure all electronic association material (e.g. websites, emails and email attachments) are available in a format that is accessible to people who use screen readers. There are many online tools to help you improve the accessibility of your website and documents (e.g. the Wave Accessibility Evaluation Tool at <http://wave.webaim.org/>).
- Provide presenters with “Accessible Presentations: A Guide for Congress Presenters” available at www.congress2014.ca/accessibility.

Accessible meeting rooms, spaces, and buildings

- Tour your proposed meeting area taking accessibility into consideration. Take note of the vicinity to elevators, location of accessible

washrooms, availability of automatic doors and level entryways, ability to move furniture, and whether the space can accommodate mobility aids and service animals. When possible, use rooms and spaces equipped with microphones and a sound system. This will aid people who use assistive listening devices (FM systems, sound amplifiers, etc.).

- Ensure the speaking areas, including lectern or podium, are accessible to users of mobility devices.
- Create signage that is clear by using large sans serif font with high contrast between the font and background.
- Allow for as much time as possible between sessions to ensure all participants are able to take breaks and move comfortably from one session to another.

Important information to communicate with attendees

- Include information about accessibility in your conference material.
- Inform your attendees about the nearest ‘quiet space’ to accommodate people with mental health concerns, chronic pain and fatigue conditions and people living with various illnesses (e.g. cancer, HIV/AIDS). Many people without disabilities also appreciate these spaces.
- Ask participants to reduce or avoid using scented products while attending your meeting.

Alternative formats and communication supports

- Prepare to respond and arrange for individual requests for alternate formats of written material (large print, electronic formats, Braille, etc.) and communication support (sign language interpreters, real-time captioning, etc.). If these accommodations are not possible within the constraints of your association’s budget, contact the attendee and work with them to make alternative arrangements.

Meals, banquets/receptions, and off-site accessibility considerations

- Respond to dietary considerations by offering a variety of food options and asking the caterer to clearly label each food item.
- Assign one conference organizer or volunteer to assist as needed during buffet-style meals, which can be difficult for some people to use.
- If a sign language interpreters has been arranged to support an individual, ensure they are present during meals and social events.
- If your event is held at a restaurant, phone ahead and/or visit the location to ensure there is access to a level entryway, provision of accessible washroom on the same floor as the main dining area, and that the chef is willing to accommodate dietary considerations.
- If meals are not included in your association's program, determine the accessibility of local restaurants to recommend to your members.

Support persons

- Some participants may travel with a support person. The role of the support person is to assist with individual communication, mobility, personal care, or medical needs. It is recommended that support persons are not charged meeting fees and be included in the numbers for catering.

2.11 Making your association meeting sustainable

Brock University strives to meet increasing sustainability demands, by setting a high standard for creative, sustainable practices all over campus. Brock's Annual Waste Audit Reports have revealed a continuous increase in waste diversion, with a current rate of about 79%, well above the provincial Ministry of Environment's 60% guideline. Brock is pleased to offer many sustainable solutions for all attendees of Congress 2014, including but not limited to:

- fair trade organic coffee, roasted in-house at the Guernsey Market and served at all functions;
- recycling bins specifically for coffee cup disposal;
- water fountains throughout campus for filling reusable water bottles;
- recycling stations conveniently located in all buildings;
- Certified Green Housekeeping Professional custodial staff;
- environmentally safe cleaning products; and
- a new electric vehicle charging station located in parking lot EA.

Sustainability tips

- Minimize wasted paper by offering attendees the option of viewing documents online.
- Ask attendees to bring their own reusable water bottles and coffee mugs.
- Use public transit to travel across town.

3.0 Programming and promotion

3.1 Promoting special events

Associations often hold special events they wish to be open to all attendees. Fill out the **Special Event Listing Form** (available at www.congress2014.ca/organizers) for all events that are open to all Congress attendees and submit it via email to congress@ideas-idees.ca. These events will be posted in the online calendar at www.congress2014.ca/calendar. Let us know about dates, times and locations of events as information is confirmed and your listing will be updated.

Be sure to include:

- title and brief description of your event (50 words or less)
- date, time and location (as it becomes available)
- a photo of the speaker(s), if available

Events that appear in the online calendar of events will also appear in the *Congress Guide*. The guide, distributed to all Congress attendees, includes comprehensive listings of association events open to all attendees, and is a valuable promotional tool. Please note that not all photos will be included in the printed guide.

Deadlines

- **November 15, 2013:** Forms received by this date are guaranteed inclusion in the online calendar of events in time for the launch of registration in mid-January
- **March 14, 2014:** Final deadline to submit events for inclusion in the *Congress Guide*. Late submissions may be included in the online calendar of events (time-permitting), but not in the *Congress Guide*.

✓ ACTION:

Submit your completed **Special Event Listing Form** (available at www.congress2014.ca/organizers) by email to congress@ideas-idees.ca by **March 14, 2014**.

3.2 Promoting your association's conference program

You are responsible for sending a PDF version of your conference program to the Federation, which will then be posted online at www.congress2014.ca/associations.

Congress attendees, media representatives and scholarly publishers often search these online conference programs ahead of time in preparation for Congress. Onsite at Congress, staff members in the Information Office (located in Congress Expo) and the Info Kiosks (situated around campus) will be referring to the conference programs to help attendees find association meetings and events. **Ensuring that the Federation has the most up-to-date version of your association's conference program can greatly enhance the experience of your attendees.**

Deadlines

- **December 11, 2013:** Submit preliminary conference program
- **February 21, 2014:** Submit updated conference program
- **April 25, 2014:** Submit final conference program

✓ ACTION:

Email the latest PDF version of your program to congress@ideas-idees.ca. You can email preliminary and final programs to us on an ongoing basis. The online calendar of events will be updated regularly with the most up to date programs.

3.3 Association Greeting Table

An Association Greeting Table is a table situated near the meeting spaces for your association. These tables can be used as a way of distributing your program, a location for your members to connect, and a place to disseminate information during your conference. Onsite at Congress, staff members in the Information Office (located in Congress Expo) and the Info Kiosks (situated around campus) will be directing your attendees to your Association Greeting Table. A full listing of table locations will be published in the *Congress Guide*.

You are responsible for requesting an Association Greeting Table by filling out the form in the Congress Request System, [if a table is required](#). Upon request, you could have your Association Greeting Table located in Congress Expo near the registration desk, [space permitting](#). If your request for a table in the Congress Expo space is confirmed and you cancel after April 30, 2014 or “no-show” onsite, a penalty fee of \$150 will be applied to your association account.

Association Greeting Tables [must be staffed](#) by a member of the association, a volunteer or an Association Assistant. Table signage, indicating which association is represented, is strongly encouraged.

✓ ACTION:

Indicate how many tables you would like in each location by submitting the **Association Greeting Table** form in the Congress Request System by **February 7, 2014**. (If you require an Association Assistant to staff your table, please also fill out the Hire an Association Assistant form.)

3.4 Congress programming

The Federation and Brock University organize a number of special events during Congress including the *Big Thinking* speaker series, *Career Corner*, Expo, Federation wine and cheese receptions, and President’s Receptions. These events are open to all registered attendees and some (*Big Thinking*, *Career Corner* and Expo) are also open to the general public. Federation-led and university-led events are advertised on www.congress2014.ca and in the *Congress Guide*.

3.4.1 *Big Thinking* lecture series

The *Big Thinking* lecture series is held throughout Congress and is open to all attendees and members of the public. This series brings together leading scholars and public figures who can present forward-thinking research, ideas and solutions to the critical questions and issues of our time. Each year, new *Big Thinking* speakers are selected and invited to participate at Congress to address the annual theme. The speaker selection is a collaborative process involving the Federation, the host university and partner organizations. The Federation typically schedules the lectures in the early mornings and noon hours so as not to interfere with other association programming.

Associations are encouraged to include the *Big Thinking* lectures in their program.

The following *Big Thinking* lectures have already been confirmed for this year’s Congress:

- Lyse Doucet Saturday 24 May
12:15-13:20
- Tim Cook..... Monday 26 May
7:45-8:55
- David Plotz..... Tuesday 27 May
7:45-8:55
- Catherine Dauvergne..... Wednesday 28 May
12:15-13:20
- Benjamin Barber Thursday 29 May
7:45-8:55
- Lawrence Hill..... Thursday 29 May
12:15-13:20

Discussions with other speakers are ongoing, and up-to-date information on *Big Thinking* events is available at www.congress2014.ca/program/big-thinking. We welcome questions about the series as well as suggested speakers from association members. For more information, please contact congress@ideas-idees.ca.

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

✓ **ACTION:**

Please include *Big Thinking* events in your association's conference program.

3.4.2 Career Corner

Graduate students, new scholars and junior faculty are an important demographic at Congress. Always well-attended, *Career Corner* programming presents our next generation of researchers with an interactive venue to explore relevant and timely themes related to career development. Past topics have included: Building an academic CV; Social media in the classroom; Publishing and marketing your scholarly book; and Networking to support career goals. Presented by *University Affairs* magazine, Brock University and the Federation, *Career Corner* activities are open to all attendees. See www.congress2014.ca/program/career-corner for a detailed listing.

✓ **ACTION:**

Please include *Career Corner* events in your association's conference program.

3.4.3 Federation wine and cheese receptions

The Federation will be hosting wine and cheese receptions in the Congress Expo. This is an opportunity for you and your members to meet Federation staff and board members, including the Federation President Antonia Maioni.

- Sunday, May 25 16:00 to 17:00
- Monday, May 26 16:00 to 17:00
- Wednesday, May 28 16:00 to 17:00
- Thursday, May 29 16:00 to 17:00

✓ **ACTION:**

Please include the Federation's wine and cheese receptions in your association's conference program.

3.4.4 President's Receptions

The President's Receptions, hosted by Brock University, are a long-standing Congress tradition and an excellent networking opportunity. The location of the receptions will be posted on www.congress2014.ca and listed in the *Congress Guide*. To determine the date for your association, please consult the **Association Conference Schedule** on pages 4–5 of this guide (note the "P" for President's receptions next to your association). Each association is invited to one reception. **You are encouraged to promote your association's assigned date in your conference program.**

3.4.5 Congress Expo

Located with Registration and the Information Office, the Congress Expo gives attendees the opportunity to discover a wide variety of high-quality, Canadian scholarly literature and connect with research and community partners. In addition to 50+ scholarly publishers and exhibitors, Expo also hosts dynamic programming such as book launches, book signings, career presentations, and wine and cheese receptions.

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

The Federation will circulate a list of exhibitors in late April. We encourage you to promote Expo and highlight specific exhibitors to your members.

✓ ACTION:

Recommend potential Expo exhibitors to the Federation by emailing congress@ideas-idees.ca by **November 15, 2013**.

3.5 Media relations, communications and social media

Media have grown increasingly interested in research released at Congress. The Congress media relations team works behind the scenes to ensure that media can get access to the latest research in the social sciences and humanities and that this research is portrayed appropriately. To this end, the Federation maintains a fully-staffed media room on campus during Congress where media can get resources to help them cover the event.

In advance of Congress, the media relations team will be scanning programs for research presentations that will be of possible media interest. **The sooner the media relations team has access to your association's final program, the more time they have to pitch these sessions to interested media.**

Media coverage of Congress, and particularly coverage of research presented at Congress, reminds Canadians of the value of the humanities and social sciences, and of the important contributions these disciplines make to the advancement of knowledge and the country's prosperity. It can also mean valuable promotion for your academic association, which benefits the social science and humanities community.

Before Congress and during your association's conference, the media relations team may be contacting you for information about certain sessions in your program, or for contact information for members of your association. These sessions and these researchers' contact information will be added to the Federation media database and will be critical to getting the media interested in your association's conference program.

✓ ACTION:

Send your conference program (PDF) to congress@ideas-idees.ca to facilitate planning and promotion.

✓ ACTION:

Respond to requests for information from the media relations team.

✓ ACTION:

If you have any special events or research presentations planned for Congress that may be of particular interest to the media, please contact media@ideas-idees.ca with the details.

Social media at Congress

Recognizing the important role played by social media and online communications in promoting research and scholarly information, the Federation is active in various social media channels, both during Congress and throughout the year.

Federation blog..... www.ideas-idees.ca/blog

Twitter www.twitter.com/ideas-idees

Facebook..... www.facebook.com/ideas.idees

YouTube www.youtube.com/ideasidees

LinkedIn www.linkedin.com/company/canadian-federation-for-the-humanities-and-social-sciences

The Federation uses these channels to promote the value of research in the social sciences and humanities as well as its events and activities throughout the year. We will once again be active in social media during Congress, using Twitter, Facebook and the Congress blog to profile the latest research in the social sciences and humanities.

We also invite you to share information on your association's social media accounts, so that we can connect online.

✓ ACTION:

Encourage your association members to follow us online through these various channels for any information relating to Congress 2014.

✓ ACTION:

If your association maintains any social media accounts that the Congress team should connect with, please send this information to media@ideas-idees.ca.

3.6 Funding support available to member associations

The Federation offers funding support to member associations for interdisciplinary sessions and international keynote speakers. PCs and LACs of eligible associations are responsible for applying to the Federation for funding through the Congress Request System.

3.6.1. International Keynote Speaker Support Fund

The International Keynote Speaker Support Fund was established to encourage and support the participation of international scholars of distinction at Congress. Through a competitive process, associations receive funding to stage high-profile keynote events with international speakers.

Keynotes supported by the fund must be open to all registered attendees, should be fully integrated into the association's program and will be promoted by the Federation in the *Congress Guide* and the online calendar of events.

Eligibility

All member associations of the Federation are eligible to make **one** application per year to the International Keynote Speaker Support Fund.

How to apply

PCs and LACs can apply for International Keynote Speaker Support funding using the Congress Request System.

Funding criteria and assessment

Quality submissions must persuasively and creatively describe the proposed keynote, explicitly highlighting the following:

- Relevance of the proposed keynote to the Congress theme— "*Borders without boundaries*"
- Profile of the proposed speaker, including; references to key publications or contributions to humanities and social sciences scholarship; and
- Proposed keynote's appeal to a wider audience.

3.0 Programming and promotion

All applications for funding will be considered by the Federation. The number of applications often exceeds the amount of funding available in a given year, making this a competitive process. **Funding will only be awarded to submissions of the highest quality.**

✓ ACTION:

Submit the **International Keynote Speaker Fund** application form through the Congress Request System (www.congress2014.ca/organizers) by **November 22, 2013.**

3.6.2 Aid for Interdisciplinary Sessions Fund

The Aid for Interdisciplinary Sessions Fund was established to encourage and support interdisciplinarity at Congress and to allow associations to work together to facilitate dialogue and exchange knowledge. Each year, associations can apply to receive funding which helps to defray costs of staging joint sessions with other associations.

Interdisciplinary sessions supported by the fund must be open to all registered attendees, should be fully integrated into the conference programs of all associations involved and will be promoted by the Federation in the *Congress Guide* and the online calendar of events.

Eligibility

All member associations of the Federation are eligible to apply to the Aid to Interdisciplinary Sessions Fund. There is no limit on the number of applications each association can be involved in.

How to apply

PCs and LACs can apply for Aid for Interdisciplinary Sessions funding using the Congress Request System.

One association should apply on behalf of all partners to receive funding.

Funding criteria and assessment

Quality submissions must persuasively and creatively describe the session and explicitly highlight the following:

- Relevance of the proposed event to the Congress theme – “Borders without boundaries”;
- Rationale for each association to be involved and what will be achieved by staging a joint session at Congress; and
- Appeal of the session to a wider audience.

Submissions must also state:

- Names of the associations working together to stage the session; and
- The title of your session and participant/presenter names where possible.

All applications for funding will be considered by the Federation. The number of applications often exceeds the amount of funding available in a given year, making this a competitive process. Applications will be carefully evaluated and **funding will only be awarded to submissions of the highest quality.**

Note: The Federation is committed to supporting interdisciplinary programming at Congress through all its activities. If you have an idea for an interdisciplinary session and would like advice on how to put it into action, please contact congress@ideas-idees.ca.

✓ ACTION:

Submit the **Aid to Interdisciplinary Sessions Fund** application form through the Congress Request System (www.congress2014.ca/organizers) by **January 31, 2014.**

4.0 Information services

4.1 Off-campus accommodations

A large number of rooms have been blocked in the properties listed below at special Congress rates. When contacting these properties, **be sure to quote the booking code or mention the Congress of the Humanities and Social Sciences** to access the special discounted rates. For specific rate and booking details please visit www.congress2014.ca/plan-your-trip/accommodations.

Four Points by Sheraton St. Catharines Niagara Suites

www.fourpointsstcatharines.com
3530 Schmon Parkway, Thorold, ON L2V 4Y6
1-866-716-8133 or 905-984-8484
Distance from campus: 0.5 km
Congress daily rates: \$175

Holiday Inn Hotel & Suites St. Catharines Conference Centre

www.holidayinn.com/stcath
327 Ontario Street, St. Catharines, ON L2R 5L3
1-877-660-8550 or 905-688-2324
Distance from campus: 6.5 km
Congress daily rates: \$135 to \$169

Days Inn St. Catharines Niagara

www.daysinn.ca/hotels/ontario/st-catharines/days-inn-st-catharines-niagara/hotel-overview
89 Meadowvale Dr, St. Catharines, ON L2N 3Z8
1-800-329-7466 or 905-934-5400
Distance from campus: 7 km
Congress daily rates: \$120 to \$130

Best Western St. Catharines Hotel & Conference Centre

www.bestwestern.com/ca/StCatharinesHotelandConferenceCentre
2 North Service Road, St. Catharines, ON L2N 4G9
1-800-780-7234 or 905-934-8000
Distance from campus: 7.5 km
Congress daily rates: \$125

Comfort Inn St. Catharines

www.choicehotels.ca/cn303
2 Dunlop Drive, St. Catharines, Ontario, L2R 1A2
1-800-424-6423 (EN), 1-800-267-3837 (FR) or 905-687-8890
Distance from campus: 9 km
Congress daily rates: \$124.99 to \$199.99

Courtyard by Marriott Niagara Falls

www.marriott.com/hotels/travel/iagcy-courtyard-niagara-falls/
5950 Victoria Avenue, Niagara Falls, ON L2G 3L7
1-800-771-1123 or 905-358-3083
Distance from campus: 16.5 km
Congress daily rates: \$95 to \$185

Doubletree Fallsview Resort & Spa by Hilton Niagara Falls

www.niagarafallsdoubletree.com
6039 Fallsview Blvd, Niagara Falls, ON L2G 3V6
1-855-610-8733 or 905-358-3817
Distance from campus: 17 km
Congress daily rates: \$129 to \$239

Sheraton on the Falls Hotel

www.sheratononthefalls.com
5875 Falls Avenue, Niagara Falls, ON L2G 3K7
1-888-229-9961 or 905-374-4445
Distance from campus: 17 km
Congress daily rates: \$149 to \$229

Crowne Plaza Niagara Falls – Fallsview

www.niagarafallscrowneplazahotel.com
5685 Falls Avenue, Niagara Falls, ON L2E 6W7
1-800-263-7135 or 905-374-4447
Distance from campus: 17 km
Congress daily rates: \$129 to \$209

Clifton Victoria Inn at the Falls

www.cliftonvictoriainnatthefalls.com
5591 Victoria Avenue, Niagara Falls, ON L2G 3L4
1-800-688-3535 or 905-357-1626
Distance from campus: 17 km
Congress daily rates: \$109 to \$149

Hilton Hotel & Suites Niagara Falls/Fallsview

www.niagarafallshilton.com
6361 Fallsview Boulevard, Niagara Falls, ON L2G 3V9
1-888-370-0325 or 905-354-7887
Distance from campus: 17 km
Congress daily rates: \$119 to \$299

Marriott Niagara Falls Hotel Fallsview & Spa

www.niagarafallsmarriott.com

6740 Fallsview Blvd, Niagara Falls, ON L2G3W6

1-888-501-8916 or 905-357-7300

Distance from campus: 17.5 km

Congress daily rates: \$179 to \$299

Embassy Suites by Hilton Niagara Falls – Fallsview

www.embassysuitesniagara.com

6700 Fallsview Blvd, Niagara Falls ON L2G 3W6

1-800-420-6980 or 905-356-3600

Distance from campus: 18 km

Congress daily rates: \$195 to \$335

Four Points by Sheraton Niagara Falls – Fallsview

www.fourpointsniagarafallsfallsview.com

6455 Fallsview Boulevard, Niagara Falls, ON L2G 3V9

1-888-238-9190 or 905-357-5200

Distance from campus: 18 km

Congress daily rates: \$99 to \$199

Radisson Hotel & Suites Fallsview

www.radisson.com/niagara-falls-hotel-on-l2g3w7/onniagra

6733 Fallsview Blvd, Niagara Falls, ON L2G 3W7

1-800-395-7046 or 905-356-1944

Distance from campus: 18 km

Congress daily rates: \$99 to \$199

4.2 On-campus accommodations

Our campus is located in the beautiful Niagara region overlooking the picturesque Niagara escarpment. Guests will enjoy being minutes away from many of Canada's well known wineries and the exciting night life of Niagara Falls.

To accommodate your stay, a block of residence rooms has been reserved in four complexes on the Brock University campus. The university residences can accommodate more than 1,300 attendees nightly and are all conveniently located on campus, just a short walk to all campus buildings. WIFI is available in most common areas in residence, however all residence rooms require an Ethernet cable connection to access the internet. Guests are responsible for bringing personal Ethernet cables.

Complimentary, hot buffet breakfasts will be available for individuals staying in residence, as well as complimentary parking. Passes will be provided upon check-in. Parking lots S and M are reserved for residence parking.

For complete, up-to-date information on accommodations, please visit www.congress2014.ca/plan-your-trip/accommodations.

4.3 Transportation to St. Catharines & Niagara Falls

By Air

If you are arriving by air, there are several airports within proximity of the region:

- Toronto Pearson International Airport (YYZ)
- Billy Bishop Toronto City Airport (YTZ)
- Hamilton International Airport (YHM)
- Buffalo Niagara International Airport (BUF)

Official airlines:

Air Canada

www.aircanada.ca

1-888-247-2262

Airports: Toronto Pearson International Airport (YYZ) and Billy Bishop Toronto City Airport (YTZ)

Please visit www.congress2014.ca/plan-your-trip/travel for Air Canada discount code.

West Jet

www.westjet.com

1-877-493-7853

Airports: Toronto Pearson International Airport (YYZ), Hamilton International Airport (YHM), Region of Waterloo International Airport (YKF), and London International Airport (YXU)

Please visit www.congress2014.ca/plan-your-trip/travel for West Jet discount code.

Airport Transportation to Niagara

Niagara Airbus Inc.

www.niagaraairbus.com

905-374-8111

Please visit www.congress2014.ca/plan-your-trip/travel for discount code. Airport discounts are available for travel from May 11 to June 7, 2014.

By Train

VIA Rail

www.viarail.ca

1-888-842-7245 or TTY 1-800-268-9503

Go Transit

www.gotransit.com

1-888-438-6646

By Bus

Greyhound Canada

www.greyhound.ca

1-800-661-8747

Coach Canada

www.coachcanada.com

1-800-461-7661

Go Transit

www.gotransit.com

1-888-438-6646

Car Rental

Avis Rent A Car..... www.avis.com ... 1-800-879-2847

Budget www.budget.ca ... 1-800-268-8900

Enterprise... www.enterpriserentacar.ca ... 1-800-261-7331

Hertz www.hertz.com ... 1-800-654-3131

National..... www.nationalcar.ca ... 1-877-222-9058

Thrifty..... www.thrifty.com ... 1-800-847-4389

4.4 Local transportation

Brock University's main transit hub is located in front of the Schmon Tower. Local buses and taxis will be available.

Taxis

Central Taxi

www.centralniagara.com

905-685-7343

5-0 Taxi

www.5-0taxi.com

1-800-268-7429 or 905-685-5464

Bicycle rental

Canal City Cycle

www.canalcitycycle.com

905-964-8056

23 Front Street South, Thorold ON

5 km from Brock University

Bus transportation

Brock University is a major transit hub in the community. All St. Catharines Transit and Niagara Region Transit buses are wheelchair and scooter accessible and are equipped with front racks to hold bikes.

St. Catharines Transit

www.yourbus.com

Provides city-wide transit

Visit the St. Catharines Transit website for fares, schedules, and maps.

Niagara Region Transit

www.niagarairegion.ca/transit

Provides intra-regional transit for the Niagara Region. Operates Monday to Saturday – no Sunday service. Visit the Niagara Region Transit website for fares, schedules, and maps.

4.5 Accessible transportation

St. Catharines Transit

www.yourbus.com

St. Catharines Transit public buses are all wheelchair and scooter accessible.

Niagara Region Transit

www.niagararegion.ca/transit

Niagara Region Transit public buses are all wheelchair and scooter accessible.

Central Taxi

www.centralniagara.com

905-685-7343

5-0 Taxi

www.5-0taxi.com

1-800-268-7429 or 905-685-5464

Raham's Transportation

www.rahamstransportation.com

905-682-9115

Provides wheelchair transportation services

4.6 Parking

Brock University has ample visitor parking available at a **daily rate of \$7.00 (one permit required per day)**. Daily parking passes can be purchased in the Congress Expo during registration hours.

Residence guest: Complimentary parking passes will be available upon check-in for individuals staying in on-campus accommodations. Parking lots S and M are reserved for residence parking.

Short-term parking: Numerous pay-and-display machines and meters are conveniently located around campus for short-term parking. Hourly rates apply. Cash and credit cards are accepted at most machines.

Accessible parking: Guests with provincial or other government accessible permits may park in any Brock accessible parking spaces on campus with exception of Lot H, by displaying the accessible permit and a valid pay receipt.

4.7 Food services

The Dining Services team at Brock University focuses on local, sustainable, quality foods, prepared fresh for you daily. There are a variety of retail locations on campus, from Tim Hortons (three locations) to the award-winning Guernsey Market, roasting Brock Blend fair trade coffee in-house.

Food outlets will be open daily during Congress. A full listing will be posted at www.congress2014.ca/plan-your-trip/local-amenities and will also be listed in the *Congress Guide*.

4.8 Child care

There are several licensed child care centres in close proximity to Brock University. At this time, we are exploring all options with several centres for availability and information related to Congress 2014. Further information on child care options will be posted at www.congress2014.ca/plan-your-trip/local-amenities as it becomes available.

5.0 Contacts

5.1 Federation for the Humanities and Social Sciences

275 Bank Street, Suite 300, Ottawa, ON K2P 2L6
613-238-6112
www.ideas-idees.ca

congress@ideas-idees.ca Congress planning cycle, registration, Congress Request System software, promotion of association events and conference programs, applications for funding

media@ideas-idees.ca communications, social media, media relations

membership@ideas-idees.ca member services, association participation in Congress

info@ideas-idees.ca general inquiries

Key people at the Federation

Ann Miller..... Director of Corporate Services 613-238-6112 ext 305 amiller@ideas-idees.ca

Eleanor Fast..... Director of Policy and Programming.... 613-238-6112 ext 302 efast@ideas-idees.ca

Terry D'Angelo Manager of Congress 613-238-6112 ext 304 tdangelo@ideas-idees.ca

Donna LeLièvre Congress Administrative Officer
and Registrar 613-238-6112 ext 312 dlelievre@ideas-idees.ca

Whitney Stalkie Logistics Coordinator..... 613-238-6112 ext 315 wstalkie@ideas-idees.ca

Mélanie Béchard Communications Officer 613-238-6112 ext 303 mbechard@ideas-idees.ca

5.2 Congress 2014 office at Brock University

500 Glenridge Ave, Niagara Region, ON L2S 3A1
905-688-5550
www.brocku.ca

Steering Committee

Jane Koustas..... Academic Convenor

Tom Arkell..... Associate Vice-President, University Services

Fiona Blaikie Dean, Faculty of Education

Brad Clarke Project Manager

Murray Knuttila..... Provost and Vice-President, Academic

Douglas Kneale Dean of Humanities

Gary Libben Vice-President Research

Ingrid Makus..... Acting Dean of Social Sciences

Sandra Potter..... Congress Assistant 905 688-5550 ext. 6205..... congress2014@brocku.ca

On-campus services

Margaret Sanderson..... Accessibility 905-688-5550 ext. 5454 msanderson@brocku.ca

Mamdouh Abdelmaksoud On-Campus Accommodations 905-688-5550 ext. 5188 mabdelmaksoud@brocku.ca

Phil Nardangeli Audio-Visual Services 905-688-5550 ext. 3588 av@brocku.ca

Dan Lewis Campus Store 905-688-5550 ext. 3236 dlewis4@brocku.ca

Tanya Thorp Catering 905-688-5550 ext. 5272 catering@brocku.ca

Marie Reimer..... Child Care 905-688-5550 ext. 3860 mreimer@brocku.ca

Brad Clarke Meeting Rooms 905-688-5550 ext. 4059 bclarke@brocku.ca

Carol McIntosh Printing 905-688-5550 ext. 3207 cmcintosh@brocku.ca

5.3 Program Chairs and Local Arrangements Coordinators

LAC: Local Arrangements Coordinator / Coordonnateur local

PC: Program Chair / Responsable de Programme

Association canadienne d'études francophones du 19^e siècle (ACÉF 19 #276)

LAC: Nigel Lezama, Brock University

PC: Geneviève de Viveiros, Western University

Association des professeur.e.s de français des universités et collèges canadiens (APFUCC #21)

LAC: Jean Ntakirutimana, Brock University

PC: Dawn Cornelio, University of Guelph

Association for Canadian and Québec Literatures (ACQL #7)

Association des littératures canadiennes et québécoise (ALCQ #7)

LAC: Jane Koustas, Brock University

PC: Sophie Marcotte, Concordia University

PC: Jody Mason, Carleton University

Association for Canadian Jewish Studies (ACJS #34)

Association d'études juives canadiennes (AÉJC #34)

LAC & PC: Rebecca Margolis, University of Ottawa

Association for Nonprofit and Social Economy Research (ANSER #300)

Association de recherche des organismes sans but lucratif et de l'économie sociale (ARÉS #300)

LAC: Frances Owen, Brock University

LAC: Ferdinand Reimmer, Brock University

PC: Sherida Ryan, University of Toronto

PC: Lynne Siemens, University of Victoria

Association for the Advancement of Scandinavian Studies in Canada (AASSC #201)

Association pour l'avancement des études scandinaves au Canada (AAÉSC #201)

LAC: Harry Lane

LAC: Andrew McDonald, Brock University

PC: Gurli Woods, Carleton University

Association of Canadian College and University Teachers of English (ACCUTE #19)

LAC: Neta Gordon, Brock University

PC: Laura Schechter, University of Alberta

Bibliographical Society of Canada (BSC #238)

Société bibliographique du Canada (SBC #238)

LAC: Leah Knight, Brock University

PC: Nancy Earle, Memorial University of Newfoundland

Canadian Applied Literature Association (CALA #251)

LAC & PC: Susan Spearey, Brock University

5.0 Contacts

Canadian Association for Commonwealth Literature and Language Studies (CACLALS #12)
Association canadienne pour l'étude des langues et de la littérature du Commonwealth (ACÉLLC #12)

LAC: Susan Spearey, Brock University

PC: Dorothy Lane, Luther College, University of Regina

Canadian Association for Food Studies (CAFS #297)
Association canadienne des études sur l'alimentation (ACÉA #297)

LAC: Kate Bezanson, Brock University

LAC: Mary-Beth Raddon, Brock University

PC: Lisa Ohberg, University of Guelph

PC: Maria Nunes, York University

Canadian Association for Information Science (CAIS #68)
Association canadienne pour les sciences de l'information (ACSI #68)

LAC: Karen Bordonaro, Brock University

PC: Heidi Julien, University of Buffalo

PC: Lisa Given, Charles Sturt University

PC: Matthew Griffis, University of Southern Mississippi

Canadian Association for Social Work Education (CASWE #57)
Association canadienne pour la formation en travail social (ACFTS #57)

LAC: n/a

PC: Alexandra Wright, Canadian Association for Social Work Education

Canadian Association for Studies in Co-operation (CASC #92)
Association canadienne pour les études en coopération (ACÉCo #92)

LAC: n/a

PC: Fiona Duguid, Canadian Co-operative Association

Canadian Association for the Advancement of Netherlandic Studies (CAANS #43)
Association canadienne pour l'avancement des études néerlandaises (ACAÉN #43)

LAC: Michiel Horn, York University/Glendon College

PC: Tanja Collett, University of Windsor

Canadian Association for the Study of Adult Education (CASAE #217)
Association canadienne pour l'étude de l'éducation des adultes (ACÉDI #217)

LAC: Nancy Taber, Brock University

PC: Patricia Gouthro, Mount Saint Vincent University

Canadian Association for the Study of Book Culture (CASBC #295)
Association canadienne pour l'étude de l'histoire du livre (ACÉHL #295)

LAC: Jane McLeod, Brock University

PC: Myra Tawfik, University of Windsor

Canadian Association for the Study of Discourse and Writing (CASDW #215)
Association canadienne de rédactologie (ACR #215)

LAC: Jeremy Leipert, Trent University

PC: Jo-Anne Andre, University of Calgary

Canadian Association for the Study of International Development (CASID #225)
Association canadienne d'études du développement international (ACÉDI #225)

LAC: Mary-Beth Raddon, Brock University

PC: Jonathan Langdon, St. Francis Xavier University

Canadian Association for Theatre Research (CATR #64)
Association canadienne de la recherche théâtrale (ACRT #64)

LAC: Natalie Alvarez, Brock University

PC: Peter Kuling, Wilfrid Laurier University

Canadian Association for Translation Studies (CATS #240)
Association canadienne de traductologie (ACT #240)

LAC: Jane Koustas, Brock University

PC: Georges Bastin, Université de Montréal

PC: Alvaro Echeverri, Université de Montréal

Canadian Association for Work and Labour Studies (CAWLS #305)
Association canadienne d'études du travail et du syndicalisme (ACÉTS #305)

LAC & PC: Larry Savage, Brock University

Canadian Association of Applied Linguistics (CAAL #256)
Association canadienne de linguistique appliquée (ACLA #256)

LAC: John Sivell, Brock University

PC: Callie Mady, Nipissing University

PC: Mela Sarkar, McGill University

Canadian Association of Chairs of English (CACE #207)
Association canadienne des directeurs des départements d'anglais (ACDDA #207)

LAC: Neta Gordon, Brock University

PC: Susan Hamilton, University of Alberta

Canadian Association of Geographers (CAG #150)
Association canadienne des géographes (ACG #150)

LAC: David Butz, Brock University

PC: Marilynne Jollineau, Brock University

Canadian Association of Hispanists (CAH #24)
Association canadienne des hispanistes (ACH #24)

LAC: Felipe Ruan, Brock University

PC: Mario Boido, University of Waterloo

Canadian Association of Learned Journals (CALJ #98)
Association canadienne des revues savantes (ACRS #98)

LAC: Gale Coskan-Johnson, Brock University

LAC: Barbara McDonald, Brock University

PC: Ellen Henderson

5.0 Contacts

Canadian Association of Music Libraries, Archives and Documentation Centres (CAML #103)
Association canadienne des bibliothèques musicaux, archives et centres de documentation musicaux (ACBM #103)

LAC: Cheryl Martin, Western University

PC: n/a

Canadian Association of Professional Academic Librarians (CAPAL #304)
Association canadienne des bibliothécaires académiques professionnels (CAPAL #304)

LAC: Harriet Sonne de Torrens, University of Toronto

PC: Mary Kandiuk, York University

Canadian Association of Slavists (CAS #56)
Association canadienne des Slavistes (ACS #56)

LAC: Bohdan Nebesio, Brock University

PC: David Schimmelpenninck van der Oye, Brock University

Canadian Association of University Teachers of German (CAUTG #23)
Association des professeurs d'allemand des universités canadiennes (APAUC #23)

LAC: Diane Bielicki, Brock University

PC: Gabriele Mueller, York University

Canadian Cartographic Association (CCA #296)
Association canadien de cartologie (ACC #296)

LAC: Lori Martin, Ministry of Transportation Ontario

PC: Christine Earl

Canadian Catholic Historical Association (CCHA #8)

LAC: Edward Jackman

LAC: Valerie Burke

PC: G. Edward MacDonald, University of Prince Edward Island

Canadian Communication Association (CCA #105)
Association canadienne de communication (ACC #105)

LAC: Marian Bredin, Brock University

PC: Penelope Ironstone, Wilfrid Laurier University

Canadian Comparative Literature Association (CCLA #38)
Association canadienne de littérature comparée (ACLC #38)

LAC: Cristina Santos, Brock University

LAC: Kevin McGuinness, Brock University

PC: Albert Braz, University of Alberta

Canadian Disability Studies Association (CDSA #293)
Association canadienne des études sur l'incapacité (ACÉI #293)

LAC: Ferdinand Reimmer, Brock University

PC: Karen Yoshida, University of Toronto

Canadian Evangelical Theological Association (CETA #246)
Association théologique évangélique canadienne (ATÉC #246)

PC & LAC: J. Richard Middleton, Northeastern Seminary at Roberts Wesleyan College

5.0 Contacts

Canadian Game Studies Association (CGSA #299)
Association canadienne d'études vidéoludiques (ACÉV #299)

LAC: Jeremy Leibert, Trent University

PC: Dominic Arsenault, Université de Montréal

Canadian Historical Association (CHA #26)
Société historique du Canada (SHC #26)

LAC & PC: Carmela Patrias, Brock University

Canadian Industrial Relations Association (CIRA #31)
Association canadienne des relations industrielles (ACRI #31)

LAC: Johanna Weststar, Western University

PC: Dionne Pohler, University of Saskatchewan

Canadian Jacques Maritain Association (CJMA #257)
Association canadienne Jacques-Maritain (ACJM #257)

LAC: William Sweet, St. Francis Xavier University

PC: Walter Schultz, Dominican University College

Canadian Linguistic Association (CLA #37)
Association canadienne de linguistique (ACL #37)

LAC: Veena Dwivedi, Brock University

PC: James Walker, York University

Canadian Peace Research Association (CPRA #46)

LAC: n/a

PC: Shreesh Juyal

Canadian Philosophical Association (CPA #47)
Association canadienne de philosophie (ACP #47)

LAC: n/a

PC: Guillaume Fréchette, Universität Salzburg

Canadian Political Science Association (CPSA #48)
Association canadienne de science politique (ACSP #48)

LAC: Tim Heinmiller, Brock University

PC: Peter Graefe, McMaster University

Canadian Population Society (CPS #49)

LAC: Shirin Montazer, University of Toronto

PC: Alain Bélanger, Centre Urbanisation Culture Société

Canadian Society for Aesthetics (CSAe #231)
Société canadienne d'esthétique (SCE #231)

LAC: David Collins, Ryerson University

PC: Ira Newman, Mansfield University

PC: François Chalifour, CÉGEP de l'Outaouais

Canadian Society for Digital Humanities (CSDH #255)
Société canadienne des humanités numériques (SCHN #255)

LAC: John Bonnett, Brock University

PC: Geoffrey Rockwell, University of Alberta

Canadian Society for Italian Studies (CSIS #33)
Société canadienne pour les études italiennes (SCÉI #33)

LAC: Ernesto Virgulti, Brock University

PC: Konrad Eisenbichler, Victoria College, University of Toronto

PC: Sandra Parmegiani, University of Guelph

Canadian Society for Renaissance Studies (CSRS #51)
Société canadienne d'études de la Renaissance (SCÉR #51)

LAC: Mathew Martin, Brock University

PC: Renée-Claude Breitenstein, Brock University

Canadian Society for the History and Philosophy of Mathematics (CSHPM #39)
Société canadienne d'histoire et de philosophie des mathématiques (SCHPM #39)

LAC: David Bellhouse, Western University

PC: Larry D'Antonio

Canadian Society for the History and Philosophy of Science (CSHPS #25)
Société canadienne d'histoire et de philosophie des sciences (SCHPS #25)

LAC: Elizabeth Neswald, Brock University

PC: Bryson Brown, University of Lethbridge

Canadian Society for the History of Medicine (CSHM #70)
Société canadienne d'histoire de la médecine (SCHM #70)

LAC: Dan Malleck, Brock University

PC: Maureen Lux, Brock University

Canadian Society for the Study of Education (CSSE #15)
Société canadienne pour l'étude de l'éducation (SCÉÉ #15)

LAC & PC: Dolana Mogadime, Brock University

Canadian Society for the Study of Higher Education (CSSHE #16)
Société canadienne pour l'étude de l'enseignement supérieur (SCÉE #16)

LAC: Kathleen Moore, Brock University

PC: n/a

Canadian Society for the Study of Names (CSSN #42)
Société canadienne d'onomastique (SCO #42)

LAC: Sheila Embleton, York University

PC: Diane Dechief, University of Toronto

Canadian Society for the Study of Practical Ethics (CSSPE #53)
Société canadienne pour l'étude de l'éthique appliquée (SCÉÉA #53)

LAC & PC: Julie Ponesse, The College at Brockport (SUNY)

LAC & PC: Michel Hébert, Western University

Canadian Society for the Study of Religion (CSSRe #50)
Société canadienne pour l'étude de la religion (SCÉRe #50)

LAC: Marybeth White, Wilfrid Laurier University
PC: Alison Marshall, Brandon University
PC: Joe Velaidum, University of Prince Edward Island

Canadian Society for the Study of Rhetoric (CSSR #111)
Société canadienne pour l'étude de la rhétorique (SCÉR #111)

LAC: Rob Alexander, Brock University
PC: Pierre Zoberman, Université Paris

Canadian Society of Biblical Studies (CSBS #6)
Société canadienne des études bibliques (SCÉB #6)

LAC & PC: Zeba Crook, Carleton University

Canadian Society of Church History (CSCH #9)
Société canadienne d'histoire de l'église (SCHÉ #9)

LAC: Denise Smith, Brock University
PC: Stuart Macdonald, Knox College, University of Toronto

Canadian Society of Medievalists (CSM #249)
Société canadienne des médiévistes (SCM #249)

LAC: Rosemary Hale, Brock University
PC: John Osborne, Carleton University

Canadian Society of Patristic Studies (CSPS #45)
Association canadienne des études patristiques (ACÉP #45)

LAC: Travis Kroeker, McMaster University
PC: Mona Tokarek LaFosse, Wilfrid Laurier University

Canadian Sociological Association (CSA #59)
Société canadienne de sociologie (SCS #59)

LAC: Andrea Doucet, Brock University
LAC: Kate Bezanson, Brock University
LAC: Kyle Liao, Brock University
PC: Patrizia Albanese, Ryerson University
PC: Sherry Fox, Canadian Sociological Association

Canadian Theological Society (CTS #65)
Société théologique canadienne (STC #65)

LAC: n/a
PC: Timothy Harvie, St. Mary's University College

Canadian University Music Society (MusCan #41)
Société de musique des universités canadiennes (MusCan #41)

LAC: Karin Di Bella, Brock University
PC: Matthew Royal, Brock University

5.0 Contacts

Environmental Studies Association of Canada (ESAC #259)
Association canadienne d'études environnementales (ACÉE #259)

LAC: Luaine Hathaway, Brock University

PC: Ryan Plummer, Brock University

Film Studies Association of Canada (FSAC #242)
Association canadienne des études cinématographiques (ACÉC #242)

LAC: Peter Lester, Brock University

PC: Paul S. Moore, Ryerson University

Fino-Ugric Studies Association of Canada (FUSAC #211)
Association canadienne des études finno-ougriennes (ACÉFO #211)

LAC & PC: Peter Brown, Rhode Island College

Hungarian Studies Association of Canada (HSAC #210)
Association canadienne des études Hongroises (ACÉH #210)

LAC: Elizabeth Vlossak, Brock University

PC: Judith Szapor, McGill University

Sexuality Studies Association (SSA #303)
Association d'études de la sexualité (AÉS #303)

LAC: Margot Francis, Brock University

PC: Dan Irving, Carleton University

Society for Existential and Phenomenological Theory and Culture (EPTC #239)
Société de théorie et de culture existentialistes et phénoménologiques (TCEP #239)

LAC: Christine Daigle, Brock University

PC: Matthew King, York University

Society for Socialist Studies (SSS #58)
Société d'études socialistes (SÉS #58)

LAC: June Corman, Brock University

PC: W. Thom Workman, University of New Brunswick

PC: Jean Chapman, Concordia University

Women's and Gender Studies et Recherches Féministes (WGSRF #96)

LAC: Wendee Kubik, Brock University

PC: Susanne Luhmann, University of Alberta

PC: Ann Braithwaite, University of Prince Edward Island
