



PLANNING GUIDE

**CONGRESS 2012
OF THE HUMANITIES
AND SOCIAL SCIENCES**

**CROSSROADS: SCHOLARSHIP
FOR AN UNCERTAIN WORLD**

**MAY 26 TO JUNE 2
WILFRID LAURIER UNIVERSITY
AND UNIVERSITY OF WATERLOO**

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I. INTRODUCTION

Organized by the Canadian Federation for the Humanities and Social Sciences (CFHSS), Congress brings together thousands of scholars, students, practitioners and policy makers in a different city each year to share ideas, discuss today's complex issues and enrich their research. They gather under the aegis of more than 70 associations representing a rich spectrum of disciplines in the humanities and social sciences. From theatre, literature and education to history, sociology and communications Congress represents a unique showcase of scholarly excellence, creativity, and leadership.

Congress 2012 is being co-hosted by Wilfrid Laurier University and the University of Waterloo in Waterloo, Ontario. The theme for this year's Congress is *Crossroads: Scholarship for an Uncertain World*.

CFHSS wishes to sincerely thank Eleanor Ty and James Skidmore, the Academic Convenors of Congress 2012, for their vision and leadership, as well as Wilfrid Laurier University and the University of Waterloo for making it possible to hold this important scholarly gathering in Waterloo.

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

Additional resources and complementary information can be found at www.congress2012.ca. If you have any questions, or require additional information or support contact CFHSS Congress Staff at any time at congress@fedcan.ca.

II. CONGRESS 2012 — AN OVERVIEW

CONGRESS 2012 CROSSROADS: SCHOLARSHIP FOR AN UNCERTAIN WORLD

"Crossroads" emphasizes the intersection of knowledge that is the hallmark of the humanities and social sciences. This year's theme acknowledges the uncertainties of our present age and the rapid transformations that are challenging our society, our environment, and our understanding of humanity. Congress 2012, by bringing together scholars from across the humanities and social sciences, can help shape the future by providing an ideal forum for critical dialogue and debate about our changing globalised world.

Waterloo is a region of crossroads, a technology hub residing in an area with strong rural roots, a locality that treasures the past and envisions the future. The two universities hosting Congress, Wilfrid Laurier University and the University of Waterloo, invite scholars to explore and share with the broader community the achievements of yesterday and produce the innovations that will lead the way for the society of tomorrow.

III. SCHEDULE OF MEETINGS — MAY 26 TO JUNE 2, 2012 (DRAFT)

Associations (Listed in order by their meeting start date.)	Estimated attendance*	F 25	S 26	S 27	M 28	T 29	W 30	T 31	F 1	S 2
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						
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 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	✓					
Finno-Ugric Studies Association of Canada (FUSAC #211)	17		✓	✓P	✓					
Canadian Association for the Study of Discourse and Writing (CASDW #215)	70		✓	✓P	✓					
Canadian Society for Aesthetics (CSAe #231)	36		✓	✓P	✓					
Folklore Studies Association of Canada (FoSAC #20)	54		✓	✓	✓P					
Association of Canadian College and University Teachers of English (ACCUTE #19)	308		✓	✓P	✓	✓				
Association des professeur.e.s de français des universités et collèges canadiens (APFUCC #21)	77		✓	✓P	✓	✓				
Canadian Association of University Teachers of German (CAUTG #23)	55		✓	✓P	✓	✓				
Canadian Association of Hispanists (CAH #24)	111		✓	✓P	✓	✓				
Canadian Association of Food Studies (CAFS #297)	86		✓	✓P	✓	✓				
Canadian Society for the Study of Religion (CSSRe #50)	109		✓	✓	✓	✓P				
Canadian Association for Theatre Research (CATR #64)	110		✓	✓	✓	✓P				
Canadian Women's Studies Association (CWSA #96)	140		✓	✓	✓	✓P				
Canadian Society for the Study of Education (CSSE #15)	931		✓	✓	✓P	✓	✓			
Canadian Evangelical Theological Association (CETA #246)	18			✓P						
Canadian Association of Learned Journals (CALJ #98)	35			✓P	✓					
Canadian Society of Church History (CSCCH #9)	37			✓P	✓	✓				
Canadian Comparative Literature Association (CCLA #38)	65			✓P	✓	✓				
Canadian Philosophical Association (CPA #47)	261			✓P	✓	✓	✓			
Canadian Society of Medievalists (CSM #249)	46			✓	✓P	✓				
Canadian Society of Biblical Studies (CSBS #6)	119			✓	✓	✓P				
Canadian Society for the History and Philosophy of Science (CSHPS #25)	90			✓	✓	✓P				
Canadian Society for the History and Philosophy of Mathematics (CSHPM #39)	54			✓	✓	✓P				
Canadian Law and Society Association (CLSA #229)	143			✓	✓	✓P				
Canadian Catholic Historical Association (CCHA #8)	36				✓	✓P				
Bibliographical Society of Canada (BSC #238)	43				✓P	✓				
Canadian Society for the Study of Higher Education (CSSHE #16)	99				✓P	✓	✓			
Canadian Historical Association (CHA #26)	420				✓P	✓	✓			
Canadian Association for the Study of Adult Education (CASAE #217)	104				✓P	✓	✓			
Canadian Society for the Study of Practical Ethics (CSSPE #53)	23				✓	✓P	✓			
Canadian Theological Society (CTS #65)	57				✓	✓P	✓			
Society for Digital Humanities (SDH #255)	47				✓	✓P	✓			
Canadian Association of Applied Linguistics (CAAL #256)	148				✓	✓P	✓			
Canadian Association for Social Work Education (CASWE #57)	223				✓	✓P	✓	✓		
Association for the Advancement of Scandinavian Studies in Canada (AASSC #201)	26				✓	✓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 Game Studies Association (CGSA #299)	35					✓P	✓			
Canadian Association for the Study of International Development (CASID #225)	166					✓P	✓	✓		
Association canadienne d'études francophones du 19e siècle (ACÉF 19 #276)	24					✓P	✓	✓		
Canadian Society of Patristic Studies (CSPS #45)	30					✓	✓	✓P		
Film Studies Association of Canada (FISAC #242)	110					✓	✓	✓P		
Society for Existential and Phenomenological Theory and Culture (EPTC #239)	51					✓	✓	✓	✓P	
Canadian Sociological Association (CSA #59)	393					✓	✓	✓P	✓	✓
Canadian Jacques Maritain Association (CJMA #257)	17						✓	✓P		
Canadian Population Society (CPS #49)	83						✓	✓P	✓	
Canadian Association for Translation Studies (CATS #240)	63						✓	✓P	✓	
Canadian Disability Studies Association (CDSA #293)	68						✓	✓P	✓	
Association for Nonprofit and Social Economy Research (ANSER #300)	144						✓	✓P	✓	
Association for Canadian Jewish Studies (ACJS #34)	38						✓	✓	✓P	
Canadian Communication Association (CCA #105)	213						✓	✓	✓P	
Environmental Studies Association of Canada (ESAC #259)	68						✓	✓	✓P	
Society for Socialist Studies (SSS #58)	119						✓	✓P	✓	✓
Canadian University Music Society (CUMS #41)	75							✓P	✓	✓
Canadian Peace Research Association (CPRA #46)	16							✓	✓P	✓
Canadian Association for Information Science (CAIS #68)	67							✓	✓P	✓
Canadian Society for the Study of Rhetoric (CSSR #111)	32							✓	✓P	✓
*Numbers are based on average 2003 – 2011 attendance	7,095	18	2,711	3,574	5,159	5,242	4,426	2,440	1,844	1,116
P — Presidents receptions		0	0	1,778	1,697	1,601	0	1,102	899	0

IV. THE CONGRESS PLANNING CYCLE

Key Dates	Action	Page	Submit
Ongoing	Share information about special events	14	www.congress2012.ca/planning
October 14, 2011	Open association account	9	www.congress2012.ca/planning
October 14, 2011	Send association mailing list	9	congress@fedcan.ca
October 17, 2011	Set association meeting fees	19	www.congress2012.ca/planning
November 14, 2011	Apply for funding from the International Keynote Speaker Support Fund	18	www.congress2012.ca/planning
November 18, 2011	Submit special events for the online calendar of events	15	www.congress2012.ca/planning
November 18, 2011	Request meeting rooms	10	www.congress2012.ca/planning
January, 2012	Registration launch		www.congress2012.ca
February 13, 2012	Apply for funding from the Aid for Interdisciplinary Sessions Fund	17	www.congress2012.ca/planning
February 17, 2012	Share association preliminary program	14	congress@fedcan.ca
February 24, 2012	Hire a student worker	12	www.congress2012.ca/planning
February 24, 2012	Book an association table	15	www.congress2012.ca/planning
March 5, 2012	Submit complimentary guest list	20	www.congress2012.ca/planning
March 30, 2012	Special events for the Delegate's Guide and website	15	www.congress2012.ca/planning
March 30, 2012	Reserve audio-visual equipment	11	www.congress2012.ca/planning
March 31, 2012	Early registration fee cut-off date		
April 20, 2012	Place catering orders	10	www.congress2012.ca/planning
April 20, 2012	Share final association program	14	congress@fedcan.ca
May, 2012	<i>Delegate's Guide</i> published		

V. CAMPUS MAP



UNIVERSITY OF WATERLOO
 200 University Avenue West
 Waterloo, ON, Canada N2L 3G1
 519-886-4567



WILFRID LAURIER UNIVERSITY
 75 University Avenue West
 Waterloo, ON, Canada N2L 3G5
 519-884-1970

Wilfrid Laurier University

LEGEND/LÉGENDE

- University of Waterloo Building
Bâtiment de l'University of Waterloo
- Wilfrid Laurier University Building
Bâtiment de la Wilfrid Laurier University
- University Roads and Parking Lots
Rues et stationnements des Universités
- City roads and Parking Lots
Rues et stationnements municipaux
- Pathways
Sentiers
- Water
Eau
- University of Waterloo Building Codes
Code des bâtiments de l'University of Waterloo
- University of Waterloo Residence Building
Code des bâtiments des résidences de l'University of Waterloo
- Wilfrid Laurier University Building Codes
Code des bâtiments de la Wilfrid Laurier University
- Wilfrid Laurier University Residence Building
Code des bâtiments des résidences de la Wilfrid Laurier University
- PLEASE NOTE
VEUILLEZ NOTER:
- R** – Registration
Inscription
- Delegate services
Services aux congressistes
- Congress Expo
Expo Congrès
- B** – Beer tent
Tente à bière



BUILDING INDEX INDEX DES BÂTIMENTS

UNIVERSITY OF WATERLOO

CODE	BUILDING-LOCATION BÂTIMENT-EMPLACEMENT
AAR	Architecture Annex Rome
AL	Arts Lecture Hall
ARC	School of Architecture
B1	Biology 1
B2	Biology 2
BMH	B.C. Matthews Hall
C2	Chemistry 2
CGR	Conrad Grebel University College
COM	Commissary
CPH	Carl A. Pollock Hall
CSB	Central Services Building
DC	William G. Davis Computer Research Centre
DWE	Douglas Wright Engineering Building
E2	Engineering 2
E3	Engineering 3
E5	Engineering 5
E6	Engineering 6
ECH	East Campus Hall
EIT	Centre for Environmental & Information Technology
ERC	Energy Research Centre
EV1	Environment 1
EV2	Environment 2
EV3	Environment 3
ESC	Earth Sciences & Chemistry
FED	Federation Hall
GH	Graduate House
GSC	General Services Complex
HH	J.G. Hagey Hall of the Humanities
HS	Health Services
LHI	Lyle S. Hallman Institute for Health Promotion
LIB	Dana Porter Library
M3	Math 3
MC	Mathematics & Computer Building
MHR	Minota Hagey Residence
MKV	William Lyon Mackenzie King Village
ML	Modern Languages
NH	Ira G. Needles Hall
PAS	Psychology, Anthropology, Sociology
PHR	Pharmacy Building
PHY	Physics
QNC	Quantum Nano Centre
RCH	J.R. Coultts Engineering Lecture Hall
REN	Renison University College
REV	Ron Eydtt Village
SCH	South Campus Hall
SLC	Student Life Centre
STJ	St. Jerome's University
STP	St. Paul's University College
TC	William M. Tatham Centre for Co-operative Education & Career Services
UC	University Club
UWP	University of Waterloo Place
V1	Student Village 1

WILFRID LAURIER UNIVERSITY

CODE	BUILDING-LOCATION BÂTIMENT-EMPLACEMENT
202R	202 Regina Street
AC	Athletic Complex
AF	Alumni Field
AH	Alumni Hall
AO	Administrative Offices
ART	Arts Building
BA	Bricker Academic Building
BH	Bouckaert Hall Residence
BR	Bricker Residence
CC	Career Development Centre & Co-Op Office
CH	Conrad Hall Residence
CSL	Community Service Learning
DAWB	Dr. Alvin Woods Building
DH	Dining Hall
ER	Euler Residence
FNCC	Fred Nichols Campus Centre
JAC	John Aird Centre
KC	King's Court
KSA	King Street Apartments
KSR	King Street Residence
LH	Little House Residence
LIB	Library
LP	Laurier Place
LR	Leupold Residence
MH	Macdonald House Residence
MSA	Marshall Street Apartments
NC	Northdale Campus
PET	Peters building
PR	Physical Resources
SBE	School of business & Economics
SCI	Science Building
SCS	Special Constable Service
SEMI	Seminary
SRC	Science Research Centre
SSA	Spruce Street Apartments
STM	St. Michael's Campus
UP	University Place Residence
US	University Stadium
WCH	Waterloo College Residence



PLANNING FOR A SMOOTH CONGRESS

I. LOCAL ARRANGEMENT COORDINATORS [LAC] AND PROGRAM CHAIRS [PC]

Scholarly associations are responsible for identifying a Program Chair (PC) and Local Arrangements Coordinator (LAC) to act as point people and organizers during the planning of Congress. The respective roles of the PC and LAC often vary from association to association. In general, the PC is responsible for the association's program while the LAC is locally based at the host university and coordinates and communicates information to the members of their association.

Regardless of how tasks are divided, collectively, the PC and LAC are responsible for planning and promoting the association program, taking care of the logistical arrangements and ensuring a smooth flow of communication between their association's members and CFHSS.

MAJOR RESPONSIBILITIES

Meeting planning

- ▶ Booking meeting and event spaces, audio-visual services, and catering through the online request system. To login visit www.congress2012.ca/planning.

Note: Your username and password to login to the online request system will be sent via email following the planning meeting. If you have trouble logging in, please contact congress@fedcan.ca.

Program planning and promotion

- ▶ Coordinating the association's call for papers and scheduling sessions
- ▶ Planning and sharing the association program with CFHSS and the association's membership in advance of Congress
- ▶ Promoting the association program on-site during Congress through Delegate Services or through a staffed association table
- ▶ Sharing information about special events open to all delegates with CFHSS for posting on the Congress website and in the *Delegate's Guide*
- ▶ Applying for funding opportunities to enhance the association program.

Communication

- ▶ Sharing preliminary and final association programs with CFHSS
- ▶ Coordinating association membership lists and sharing this information with CFHSS
- ▶ Sharing the 2012 fee schedule with CFHSS
- ▶ Relaying messages from CFHSS to association members regarding matters such as:
 - ▶ registration
 - ▶ delegates' services (transportation, dining services, accessibility etc.)
 - ▶ CFHSS and University-led events

Note: You will find contact information for the Congress team and all Congress 2012 PCs and LACs in the centre of this guide.

ACTION:

Stay on track and organized by referring to the deadlines in the **Congress planning cycle** outlined on page 5 or online at www.congress2012.ca/planning.

II. ASSOCIATION ACCOUNTS

Association meeting fees are collected by CFHSS on behalf of associations during registration.

Expenses

Duly authorized people identified on the association account form (on the online booking system) can charge expenses such as catering costs, bar services, rental of audio-visual equipment, photocopying and student help against the association account.

Transactions

Each association will be issued a report of credit and debit transactions on its account. The final accounting report will be sent to associations as soon as possible after Congress.

Note: Charges for off-campus services cannot be billed to association accounts. Moreover, 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, simultaneous translation services, etc. The costs of the routine work of local representatives (telephone, fax, photocopying, secretarial services, etc.) must be absorbed by the host academic unit and cannot be billed to association accounts.

ACTION:

To open an association account, login to the online request system at www.congress2012.ca/planning and submit the **Association account** form by **October 14, 2011**.

Note: Your account number will be the same as your association number.

III. ASSOCIATION MEMBERSHIP MAILING LISTS

CFHSS requires a complete copy of your association's mailing list so that the Congress registration information can be mailed to your members.

Format

CFHSS will send you an Excel template for the mailing addresses via email. You must follow the specified format.

Note: Due to the high volume of addresses, we cannot accept mailing lists in any other format.

ACTION:

Please provide a complete copy of your association's mailing list to CFHSS via email (congress@fedcan.ca) by **October 14, 2011**.

Note: Associations that submit their mailing lists after October 14, 2011 will be required to mail registration information to members at their own expense.

IV. REQUESTING MEETING ROOMS AND OTHER SPACES ON CAMPUS

Sessions will take place in all academic buildings on the Wilfrid Laurier University and the University of Waterloo campuses.

Through the online request system, you will be responsible for advising the Congress 2012 host team of the number of meeting rooms your association needs for Congress. This includes rooms for sessions, executive meetings, annual general meetings, plenary sessions, receptions, banquets, poster-sessions and other events.

The Congress 2012 host team will do its best to accommodate specific and special requests, but cannot guarantee that an association will receive a specific room/space. Factors such as accessibility, proximity to related associations and efficient use of campus space are considered when assigning rooms.

Note: Associations will be advised of room allocations by February, 2012.

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 or other special needs are needed 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 section of the online system to clearly communicate special requests related to space.

ACTION:

Login to the online request system at www.congress2012.ca/planning and request meeting rooms by **November 18, 2011**.

Note: To request meeting rooms, click on the Add Room button in the room summary menu, and fill out the form for each individual room request.

V. CATERING

When you receive notification from the Congress 2012 host team of the meeting rooms allocated to your association, you will have the opportunity to order food and beverage services from our catering team. Available services are catered breakfast, coffee breaks, luncheons (including working luncheons), dinners and receptions. The menu will be available through the online request system and represents the options most often ordered during Congress. It is designed to make your planning process easy and efficient. For receptions and banquets, a member of our catering team will contact you to discuss the details. For a more elaborate menu or to discuss needs beyond the online menu, please contact congresscatering@wlu.ca.

Tips

- ▶ Discuss severe allergies or special dietary needs with the caterer
- ▶ Book your catering menu as early as possible to ensure all of your requests can be fulfilled
- ▶ Make sure you review the catering policies listed at the end of the catering menu — there will be a copy of the menu for easy reference in the online request system.

ACTION:

Once you receive your room allocations, login to the online request system at www.congress2012.ca/planning and place catering orders by **April 20, 2012**.

Note: You must select each room request and click on the catering button to submit your request for each room.

VI. AUDIO-VISUAL SERVICES

Through the online request system, you will be responsible for advising the Congress 2012 host team of the audio-visual equipment and services 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.

Default presentation package

The default presentation package, described below, is automatically selected in the online request system for every room you book. This package includes data projector, projection screen, ethernet cable and Internet access and sound system. **If you do not want the default presentation package for any of your room bookings, you must remove it from your basket by March 30, 2012.** If you do not remove it from your basket by this date, your association will be charged the full amount for this package.

Audio-visual items available

The cost of each of the audio-visual equipment packages is based on either a period of up to 4 hours' duration, or a full day (>4 hours). A full day rental costs double the 4-hour rate.

► Default presentation package

includes data projector, projection screen, ethernet cable and Internet access, and sound system.
\$25.00 for half day (4 hours)
\$50.00 for full day (8 hours)

► Computer

\$15.00 for half day (4 hours)
\$30.00 for full day (8 hours)
(+ Default presentation package)

► DVD/VCR

\$10.00 for half day (4 hours)
\$20.00 for full day (8 hours)
(+ Default presentation package)

► Document camera

\$75.00 for half day (4 hours)
\$150.00 for full day (8 hours)
(+ Default presentation package)

► Overhead projector

\$5.00 for half day (4 hours)
\$10.00 for full day (8 hours)

► Slide projector (35mm)

\$20.00 for half day (4 hours)
\$40.00 for full day (8 hours)

► Video conferencing room

Please contact congressav@wlu.ca to complete this request.

► PA sound system

Please contact congressav@wlu.ca to complete this request. Prices will be determined based on the details of your event.

► Technician request

If you would like a technician present for your entire session, the rate is \$35.00 per hour, minimum of 2 hours.

Note: There will be AV technicians present in each building to assist you with equipment you have reserved—only request this service if you want a technician to be present in your room for the entire session.

► Other

If you require a flipchart, CD/cassette player or have any additional requests, please contact congressav@wlu.ca.

ACTION:

Once you receive your room allocations, login to the online request system at www.congress2012.ca/planning to reserve equipment by **March 30, 2012**. Remember that a default package has been ordered for you, and you have the responsibility to remove this request for any room bookings/events that do not require it.

Note: You must select each room request and click on the AV button to submit your request.

VII. HIRING STUDENT WORKERS

You may wish to hire a student to assist with various aspects of your meetings at Congress. Student workers can help you:

- ▶ disseminate information about your association's program at your association table
- ▶ direct members and attendees to your event
- ▶ poster and promote your event
- ▶ prepare for sessions and events.

Hiring

CFHSS makes the process of hiring a student worker easy. Complete the hire a student form and we can recruit a student on your behalf or, if you have a particular student in mind, provide us with their name and contact information. CFHSS will handle all the HR, keep track of students' hours and administer the payment to student workers.

Student Wages

The rate for students will be \$11 an hour. Costs will be deducted from your association account.

Training

CFHSS hosts an orientation session for all student workers. During this session, students are provided with general Congress information. It is important that you plan for a representative of your association to meet with any student hires before the beginning of your conference to inform them of their specific duties. On-site at Congress, minimal instructions for student workers may be left in the Delegate Services Area, adjacent to Registration.

ACTION:

Login to the online request system at www.congress2012.ca/planning and fill out and submit the **Hire a student worker** form by **February 24, 2012**.

VIII. MAKING YOUR ASSOCIATION MEETING ACCESSIBLE

CFHSS, Wilfrid Laurier University and the University of Waterloo are working together to improve accessibility of all aspects of Congress 2012. In order to successfully plan an accessible meeting, it is important to know the specific needs of the members who are planning to attend. CFHSS will be collecting accessibility requests online from pre-registered delegates beginning in 2012. This information will be distributed to your association in hopes that you will work with the Congress 2012 team to respond to these requests as best as possible within the constraints of your budget. There are also some general accessibility provisions (outlined below) which can be beneficial for delegates with and without disabilities and will contribute to the inclusive spirit of Congress 2012.

Communications with members

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/>).

- ▶ Include information about accessibility in your conference material.
- ▶ Inform your delegates 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.
- ▶ Provide the tool "Accessible Presentations: A Guide for Congress Presenters" (available online at www.congress2012.ca) to presenters.

Allow for as much time as possible between sessions to ensure all participants are able to take breaks and move from one session to another.

Meeting rooms and buildings

- ▶ Tour your proposed meeting area taking accessibility into consideration, such as ability to move furniture, door openers, vicinity to elevators, level-entryways, space to accommodate mobility aids and guide dogs and wheelchair accessible washrooms
- ▶ When possible, use rooms with microphones and a sound system in order to accommodate people who use assistive listening devices such as sound amplifiers
- ▶ Ensure that the speaking areas, including lecterns or podiums are wheelchair accessible when necessary
- ▶ If creating signage, make sure it is clear by using large sans serif font with high contrast between the font and background.

Alternative formats

Prepare to arrange for individual requests, such as qualified professional interpreters, real-time captioning, Braille, large-print and electronic formats of written material. If these accommodations are not possible within the constraints of your association's budget, contact the delegate and attempt to make alternative arrangements.

Meals

- ▶ 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
- ▶ Determine the accessibility of local restaurants if meals are not included in your program
- ▶ If you are hiring sign language interpreters, ensure they are present during meals and social events.

Banquets/Receptions

If your event is held at a restaurant, phone ahead and/or visit to ensure there is a level entry way, accessible washroom on the same floor as the main dining area and that the chef is willing to accommodate dietary considerations.

Other

Some participants may travel with attendants who assist them in daily living. It is recommended that attendants are not charged meeting fees and be included in the numbers for catering.

Accessibility questionnaire

CFHSS will collect and distribute information about the access needs of delegates with disabilities through the online registration system via an Accessibility Needs and Information questionnaire. Associations are encouraged to direct their members to this questionnaire during the online early registration process.

Information from the questionnaire will be forwarded to relevant LACs and PCs. Associations should work with the host universities to accommodate delegates with disabilities within the constraints of their budgets and resources (the possibility of these constraints is clearly indicated on the questionnaire). Information from the questionnaire will also be used to improve the overall accessibility of future Congresses.

PROMOTING EVENTS AND ASSOCIATION PROGRAMS

CFHSS and the host universities offer programming open to all delegates, such as the *Big Thinking* lecture series. Up to date information on *Big Thinking* events is available at www.congress2012.ca and we encourage associations to consider these talks when scheduling their programs.

At the same time, each participating association holds its own meetings and special events. Some of these events are intended only for association members, while others may be open to all delegates. There are several ways to promote all aspects of the program (those open to all delegates, and those open only to people meeting with the association).

I. CONGRESS 2012 WEBSITE

1. PROMOTING SPECIAL EVENTS

The Congress 2012 website, www.congress2012.ca, features an online calendar of events open to all delegates that is updated on a regular basis. To include your association's events open to all delegates in this online calendar, fill out the Association Keynote Speaker or Special Event Listing form (available at www.congress.ca/planning) and submit it via email to congress@fedcan.ca. Let us know about dates, times and locations of events as information is confirmed and your listing will be updated. Listings that appear in the online calendar of events will also appear in printed materials such as the *Delegate's Guide*. The online calendar is updated on an ongoing basis.

Be sure to include:

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

ACTION:

To have your association events open to all delegates posted in the online calendar of events, submit your completed **Association Keynote Speaker or Special Event Listing** form, found at www.congress2012.ca/planning, by email to congress@fedcan.ca.

2. PROMOTING YOUR ASSOCIATION PROGRAM

www.congress2012.ca features an online listing of association programs which are open only to delegates registered to attend association meetings and sessions.

Deadlines

- ▶ Preliminary program—February 17, 2012
- ▶ Final program—April 20, 2012

NOTE: As a PC or LAC you are responsible for informing both your members and CFHSS of the details of your association program. Please encourage your membership to check the online listing. Congress delegates often request copies of association programs upon registration. Making sure CFHSS has the most up-to-date version of your association's program can greatly enhance the experience of your delegates.

ACTION:

To promote your association's program in the online listing on our website, attach the latest version of your program in an email to congress@fedcan.ca. Preliminary programs must be submitted by **February 17, 2012** and final programs by **April 20, 2012**.

Note: You can email preliminary and final programs to us on an ongoing basis, and the listing will be updated regularly with the most up to date programs.

II. ONLINE CALENDAR OF EVENTS AND *DELEGATE'S GUIDE*

CFHSS publishes a Congress *Delegate's Guide* that is distributed to registered delegates at Congress. The guide includes comprehensive listings of association events open to all delegates, and is a valuable promotional tool.

Listings that appear in the online calendar of events will also appear in the *Delegate's Guide*. To ensure that your association events open to all delegates are listed online and in the printed guide, fill out the Association Keynote Speaker or Special Event Listing form (available at www.congress2012.ca/planning) and submit it via email to congress@fedcan.ca.

Be sure to include:

- ▶ a brief description of your event (50 words or less)
- ▶ date, time and location (as it becomes available)
- ▶ a photo if available. Please note that not all photos will be included in the printed guide.

Deadlines

CFHSS will send reminders of upcoming publication deadlines and prompt you to send in your event descriptions. Event descriptions must be received by CFHSS in time to meet the respective publication deadlines for the guide and website:

- ▶ Website and registration launch — November 18, 2011
- ▶ Delegate's Guide — March 30, 2012

NOTE: Every effort will be made to include late submissions in the online calendar of events after the registration launch. Late submissions for the publication of the *Delegate's Guide* may still be included in the online calendar, time permitting.

ACTION:

Submit your **Association Keynote Speaker or Special Event Listing** form (available at www.congress2012.ca/planning) to congress@fedcan.ca by **November 18, 2011** to have your association events open to all delegates published in the online calendar of events for the registration launch, and by **March 30, 2012** to have them published in the *Delegate's Guide*.

III. PROMOTING YOUR ASSOCIATION PROGRAM DURING CONGRESS

Congress staff members are available on-site at Delegate Services and Info Kiosks to help delegates find association meetings and events. In addition, many associations choose to book and staff an association table to distribute materials and interact with association members on-site.

Association tables

You must request an association table in advance of Congress if you would like to be assigned one. Association tables will be assigned, and located adjacent to your association's meeting spaces. A full listing of association table locations will be published in the *Delegate's Guide*, and posted online at www.congress2012.ca.

Association tables can be used as:

- ▶ a way of distributing your program
- ▶ a location for your members to connect
- ▶ the place to disseminate information during your meetings

Note: Association tables must be staffed by a member of the association, a volunteer or student worker.

ACTION:

Login to the online system at www.congress2012.ca/planning and fill out the online **Association table** form by **February 24, 2012**.

IV. MEDIA RELATIONS AND COMMUNICATIONS AT CONGRESS

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 articulated accurately and appropriately. To this end, CFHSS 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.

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

ACTION:

Please respond to requests for information from the media relations team as soon as possible, and send your program information to congress@fedcan.ca to facilitate planning and promotion. If you have any special events or research presentations planned for Congress that may be of particular interest to the media please contact media@fedcan.ca with the details. This information will help CFHSS raise awareness of the work being done by your association.

V. EXPERIENCE CONGRESS — EXTENDING CONGRESS ONLINE

Recognizing the important role that social media and online communications plays in promoting research and scholarly information, CFHSS has partnered with the Social Sciences and Humanities Research Council of Canada to create an online platform, Experience Congress, for the dissemination and discussion of Congress research. With stories, pictures and videos posted by the Experience Congress team, Experience Congress is another great way to promote the work of your association.

ACTION:

Encourage Congress delegates to engage online through Twitter with the hashtag **#congress12** and through the CFHSS Facebook page at www.facebook.com/fedcan. If your association maintains any social media accounts that the Experience Congress team should link to, please send this information to media@fedcan.ca.

VI. FUNDING SUPPORT AVAILABLE TO MEMBER ASSOCIATIONS

On an annual basis, CFHSS offers funding support to member associations for interdisciplinary sessions and international keynote speakers. PCs and LACs of eligible associations are responsible for applying to CFHSS for funding through the online system.

1. AID FOR INTERDISCIPLINARY SESSIONS FUND

The Aid for Interdisciplinary Sessions fund was established to encourage and support interdisciplinarity at Congress. Each year, associations can apply to receive funding which helps to defray costs associated with staging joint sessions. Associations are strongly encouraged to work together to facilitate dialogue and interchange of knowledge.

Eligibility

All member associations of CFHSS are eligible to make one application for funding each year.

Funding available

All applications for funding will be considered by CFHSS with the support of CFHSS's Executive Committee. In the event that the number of applications exceeds the amount of funding available in a given year, applications will be carefully evaluated and funding will only be awarded to submissions of the highest quality.

Associations that are selected will be awarded funding in pre-determined amounts, depending on the size of the association.

Pre-determined funding amounts are:

- ▶ \$250 for small associations (up to 224 members)
- ▶ \$600 for medium-sized associations (between 225 and 649 members)
- ▶ \$1,000 for large associations (650+ members).

How to apply

PCs and LACs can apply for Aid for Interdisciplinary Sessions funding using the online request system.

Funding criteria

Submissions must describe the session and explicitly outline the reasons for working jointly with a particular association. It is important to clearly identify the names of the association(s) working together to stage the session. Quality submissions will also clearly outline what you hope to achieve by staging a joint session at Congress.

Can multiple associations apply for funding for the same joint session?

Yes, each member association involved in staging the same session is eligible to make an application for funding.

ACTION:

To apply, login to the online request system at www.congress2012.ca/planning and complete the application for **Aid to Interdisciplinary Sessions Fund** by **February 13, 2012**.

2. 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 delegates, should be fully integrated into the associations' program and will be promoted by CFHSS.

Eligibility

All member associations of CFHSS are eligible to make one application for funding each year.

Funding available

All applications for funding will be considered by CFHSS and vetted by the CFHSS Executive Committee. The number of applications often exceeds the amount of funding available in a given year, making this a competitive process. Funding is awarded to submissions of the highest quality.

How to apply

PCs and LACs can apply for International Keynote Speaker Support funding using the online system.

Funding criteria

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

- ▶ relevance of the proposed keynote to the Congress theme—*Crossroads: Scholarship for an Uncertain World*
- ▶ profile of the proposed speaker
- ▶ proposed keynote's appeal to a wider audience.

Can multiple associations apply for funding for the same keynote event?

Keynotes presented by more than one association are eligible to apply. However, the application should be made by one association on behalf of all involved.

ACTION:

To apply, login to the online request system at www.congress2012.ca/planning and complete the application for the **International Keynote Speaker Fund** by **November 14, 2011**.

REGISTRATION

I. CONGRESS REGISTRATION FEES

All delegates must pay the general Congress registration fee. The revenue collected from general Congress registration fees supports the long-term development of Congress and keeps the annual meeting format viable by ensuring that infrastructure and services are in place.

For more information about how Congress registration fees are spent in support of Congress, please visit www.congress2012.ca.

Note: Associations must insist that all participants in their meetings are registered for both the Congress in general, and the specific association they are meeting with. Every year, non-registered conference attendees cause a significant loss of revenue that can result in increases in 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.

How to register and key dates

Delegates can register for the 2012 Congress, starting in January:

- ▶ online via secure server: www.congress2012.ca
- ▶ by fax: 613-238-6114
- ▶ by mail: Congress 2012
275 Bank St. Suite 300, Ottawa, ON K2P 2L6
- ▶ in person during Congress at Registration or online.

The location of on-site registration and hours will be posted on the Congress website.

Associations are encouraged to advise their members that by registering early they will realize a savings on registration fees. PCs and LACs can print or view their association's list of registered delegates from the online request system.

The 2012 Congress registration fees* are as follows:

Type	Early Registration Fee by March 31 st	Late Registration Fee as of April 1 st	On-site Registration Fee as of May 25 th
students, retired and unwaged delegates	\$57	\$72	\$77
postdoctoral fellow	\$72	\$87	\$92
regular delegates	\$155	\$175	\$190

*Please note that these fees are GST exempt.

II. ASSOCIATION MEETING FEES

Associations are responsible for setting their own meeting fees. These fees help cover the costs incurred by an association participating at Congress. Costs can include (but are not limited to) audio-visual services, catering, banquets, and honoraria and travel for special guests.

Note: The association meeting fees will be published online in January.

Tip: Keep the association fee structure simple in order to facilitate the registration process.

ACTION:

Login to the online request system at www.congress2012.ca/planning and complete the **Association meeting fees** form by **October 17, 2011**.

III. DIFFERENTIAL FEES FOR NON-MEMBER ASSOCIATIONS

Associations that are not members of CFHSS must pay a differential fee. The differential fee is \$50 for each registered delegate.

Grace period

A three-year grace period from paying the differential fees is granted to emerging associations. The grace period is provided to allow emerging associations the time needed to build their membership. At the end of the three-year grace period, these associations can either become members of CFHSS or pay the differential fee.

Associations that are new to Congress but do not fit the definition of an emerging association are given a one-year grace period from paying differential fees. After one year, these associations can either become members of CFHSS or pay the differential fee.

IV. COMPLIMENTARY GUESTS

As a courtesy for associations who are members of CFHSS, associations may wish to offer complimentary registrations to a limited number of special guests, such as distinguished speakers or observers, invited delegates from abroad or key people who have assisted in planning and preparation for Congress. Guests registered in this way will qualify for a complimentary early registration, and both the general Congress fee and the association meeting fee (if any) will be waived.

The number of complimentary registrations authorized in advance for a member association will be based on past Congress attendance for each member association as follows:

No. of registered delegates in 2011	No. of complimentary registrations granted*
5-50	2
51-150	4
151-300	6
301+	8

*A complete listing of allowable complimentary guests for each association will be available on the online request system.

Associations extending more than their authorized number of complimentary registrations (for other members closely involved with the organization of their meetings, such as a representative from the National Office or for additional guest speakers) will be billed through their association account for Congress.

ACTION:

PCs and LACs representing member associations of CFHSS must submit a **Complimentary guest registration** form by logging into the online request system at www.congress2012.ca/planning by **March 5, 2012**.

Note: You must submit a separate form for each guest.

DELEGATE SERVICES

I. 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 when booking to access the special discounted rates.

Note: For complete, up to date information on accommodations, please visit www.congress2012.ca.

Best Western St. Jacob's Country Inn

Phone: 1-800-972-5371 or 519-884-9295

Address: 50 Benjamin Road East

Waterloo, ON N2V 2J9

Rate: \$134 + tax

Distance from campus: 4.9 km

To book: By phone only

Booking code: 105789

Comfort Inn Kitchener

Phone: 1-866-373-4910 or 519-894-3500

Address: 2899 King Street East

Kitchener, ON N2A 1A6

Rate: \$115 + tax

Distance from campus: 10 km

To book: By phone only

Booking code: CFHSS - 2012

Comfort Inn Waterloo

Phone: 519-747-9400

Address: 190 Weber Street North

Waterloo, ON N2J 3H4

Rate: \$109 + tax

Distance from campus: 1 km

To book: By phone or email cn314@whg.com

Booking code: LCFHSS

Delta Kitchener-Waterloo

Phone: 1-888-483-7812 or 519-744-4141

Address: 105 King Street East

Kitchener, ON N2G 2K8

Rate: \$144 + tax

Distance from campus: 5 km

To book: By phone or online at

www.deltakitchener.com/cfhss2012

Booking code: CFHSS-2012

Destination Inn & Suites

Phone: 1-866-222-9175 or 519-884-0100

Address: 547 King Street North

Waterloo, ON N2L 5Z7

Rate: \$134 + tax

Distance from campus: 3.5 km

To book: By phone or online at

www.destinationinn.com

Booking code: CFHSS

Hampton Inn and Suites

Phone: 1-877-600-6090 or 519-650-6090

Address: 4355 King Street East

Kitchener, ON N2P 2E9

Rate: \$129 + tax

Distance from campus: 14.3 km

To book: By phone or online at

www.hamptoninnkitchener.com

Booking code: CON

Note: When booking over the phone, quote the Congress of the Humanities and Social Sciences.

Holiday Inn Kitchener-Waterloo

Phone: 1-866-375-8240 or 519-893-1211

Address: 30 Fairway Road South

Kitchener, ON N2A 2N2

Rate: \$149.99 + tax

Distance from campus: 12.2 km

To book: By phone only

Booking code: CFHSS-2012

Howard Johnson Kitchener

Phone: 1-800-446-4656 or 519-893-1234

Address: 1333 Weber Street East

Kitchener, ON N2A 1C2

Rate: \$99.99 + tax

Distance from campus: 9.5 km

To book: By phone only

Booking code: CONG 2012

Radisson Hotel Kitchener-Waterloo

Phone: 1-800-333-3333 or 519-894-9500

Address: 2960 King Street

Kitchener, ON N2A 1A9

Rate: \$124.99 + tax

Distance from campus: 12.2 km

To book: By phone only

Booking code: *Congress of the Humanities and Social Sciences*

Walper Terrace

Phone: 519-745-4321 ext. 116

Address: 1 King Street West

Kitchener, ON N2G 1A1

Rate: \$129 + tax

Distance from campus: 4.7 km

To book: By phone only

Booking code: CFHSS

Waterloo Hotel

Phone: 1-877-885-1890 or 519-885-2626

Address: 2 King Street North

Waterloo, ON N2J 2W7

Rate: \$150 + tax

Distance from campus: 1.5 km

To book: By phone only

Booking code: CFHSS-2012

Waterloo Inn & Conference Hotel

Phone: 1-800-361-4708 or 519-884-0221

Address: 475 King Street North

Waterloo, ON N2J 2Z5

Rate: \$159 + tax

Distance from campus: 2.8 km

To book: By phone or online at www.waterlooinn.com

and then click on

"Make your reservation", select "Groups"

at the top of the screen and then enter

the booking code to proceed and receive

the group rate.

Booking code: CFHSS - 2012

On-Campus accommodations

ON-CAMPUS ACCOMMODATIONS

Wilfrid Laurier University Residences

Phone: 519-884-0710 ext. 3958

Email: conferences@wlu.ca

II. TRANSPORTATION TO WATERLOO

BY CAR

Toronto 1 hour
Windsor 3 hours
Ottawa 6 hours
Buffalo..... 2.5 hours

BY AIR

Flying Directly to The Region of Waterloo International Airport (YKF)

West Jet

Website: www.westjet.com
Book by phone: 1-877-952-4696
Booking code: CC7122
Reservations must be made by phone to use the booking code. Simply state the code at time of booking and receive a 10% discount.

Bearskin

Online: www.bearskinairlines.com
Phone: 1-800-465-2327

Flying to Toronto-Pearson International Airport (YYZ)

West Jet

Website: www.westjet.com
Book by phone: 1-877-952-4696
Booking code: CC7122
Reservations must be made by phone to use the booking code. Simply state the code at time of booking and receive a 10% discount.

Air Canada

Online: www.aircanada.ca
Phone: 1-888-247-2262

Flying to Billy Bishop Airport (YTZ) (formerly Toronto Island Airport)

Porter Air

Online: www.flyporter.com
Phone: 1-888-619-8622

Air Canada

Online: www.aircanada.ca
Phone: 1-888-247-2262

AIRPORT SHUTTLE

We encourage all organizers to consider booking group shuttles for their association members.

Airways Transit

Services all of the main airports in the GTA and Waterloo region.

Book by phone: 519-886-2121
or email: infowaterloo@airwaystransit.com

Note: All shuttle service with Airways Transit must be booked 2 to 3 days in advance. Pre-payment is required.

From Toronto-Pearson International Airport to Waterloo:

Duration: 1.5 hours
Cost: \$90 per person, \$131 for two people

From Billy Bishop Airport (formerly Toronto Island Airport) to Waterloo:

Duration: 1.5 hours
Cost: \$188 for 1 to 3 passengers

From Region of Waterloo International Airport to downtown Waterloo

Duration: 15 — 30 minutes
Cost: \$52 for 1 to 4 passengers

BY TRAIN

Via Rail

Via Rail offers service to the Waterloo region (Kitchener station)
Book by phone: 1-888-842-7245
Discount Code: 12227
Book online: www.viarail.ca
Delegates must create or log in to a passenger profile on the VIA website. On the passenger information screen, select "Convention Fare" from the "Discount Type" dropdown menu, and enter the Congress discount code: 12227.

Via extends a 10% discount off return trips from any VIA station to Kitchener, Ontario. The discount is applied to all fares except the Economy special fare or the Business supersaver fare.

BY BUS

Greyhound Canada

Book by phone: 1-800-661-8747
Book online: www.greyhound.ca

Coach Canada

Book by phone: 1-800-461-7661
Book online: www.coachcanada.com

CAR RENTAL

Enterprise

www.enterpriserentacar.ca
416-798-1465 or 1-800-736-8222

Avis Rent A Car

www.avis.com, 1-800-879-2847

Thrifty

www.thrifty.com, 1-800-842-4389

Hertz

www.hertz.com, 1-800-263-0600

III. ACCESSIBLE TRANSPORTATION

WITHIN AND AROUND WATERLOO REGION

United Taxi

Phone: 519-888-9999

Grand River Transit

Phone: 519-585-7555

INTER-CITY ACCESSIBLE TRANSPORTATION

Greyhound Canada

Book by phone: 1-800-661-8747
Book online: www.greyhound.ca
Note: You must call at least 48 hours in advance; prior to the time you are leaving, to ensure an accessible bus is available. There is no extra charge for this service.

Coach Canada

Book by phone: 1-800-461-7661
Book online: www.coachcanada.com
Note: You must call at least 24 hours in advance; prior to the time you are leaving, to ensure an accessible bus is available. There is no extra charge for this service.

CONTACT INFORMATION

I. CONGRESS TEAM: HOST UNIVERSITY AND CFHSS CONGRESS STAFF

CONGRESS 2012 OFFICE WILFRID LAURIER UNIVERSITY & UNIVERSITY OF WATERLOO

75 University Avenue West, Waterloo, Ontario, Canada N2L 3C5

- Academic Convenor Wilfrid Laurier University Eleanor Ty 519-884-0710 ext. 3581 ety@wlu.ca
- Academic Convenor University of Waterloo James Skidmore 519-888-4567 ext. 33687 skidmore@uwaterloo.ca
- Project Manager Sheldon Pereira 519-884-0710 ext. 4041 spereira@wlu.ca
- Congress Assistant TBA 519-884-0710 ext. 3077 congress2012@wlu.ca

CANADIAN FEDERATION FOR THE HUMANITIES AND SOCIAL SCIENCE (CFHSS) CONGRESS SECRETARIAT

275 Bank St. Suite 300, Ottawa, ON K2P 2L6
613-238-6112
congress@fedcan.ca

- Interim Director of Congress Jessica Harrington 613-238-6112 ext. 304 jharrington@fedcan.ca
- Congress Administrative Officer and Registrar Donna LeLievre 613-238-6112 ext. 312 congress@fedcan.ca
- Logistics Coordinator Mara Juneau 613-238-6112 ext. 405 mjuneau@fedcan.ca
- Director of Policy and Communications Alison Hebbs 613-238-6112 ext. 351 ahebbs@fedcan.ca
- Junior Program Officer, Congress Charlotte Evans 613-238-6112 ext. 313 cevans@fedcan.ca

SERVICES

- Meeting Rooms Sheldon Pereira 519-884-0710 ext. 4041 spereira@wlu.ca
- Audio-Visual Services Gary Wagner 519-884-0710 ext. 5826 congressav@wlu.ca
- Catering Services Megan Malcolmson 519-884-0710 ext. 2596 congresscatering@wlu.ca
- On-campus Accommodations (WLU) Susan Mackenzie 519-884-0710 ext. 3958 smackenzie@wlu.ca
- Media Relations Kevin Crowley 519-884-0710 ext. 3070 kcrowley@wlu.ca
Kelley Teahen 519-888-4567 ext. 4451 kteahen@uwaterloo.ca
- Printing & Photocopy Services Chasity Stewart 519-884-0710 ext. 6257 chstewart@wlu.ca
- Security & Traffic Chris Hancocks (WLU) 519-884-0710 ext. 3715 chancocks@wlu.ca
Greg Fiss (UW) 519-888-4567 ext. 36966 gfiss@uwaterloo.ca
- Parking and Transportation Sue Dawson 519-884-0710 ext. 3697 sdawson@wlu.ca
- Book Store Debohra Da Costa 519-884-0710 ext. 3107 ddacosta@wlu.ca

Contact Information / Coordonnées des personnes-ressources

II. 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: Corina Sandu, Wilfrid Laurier University, csandu@wlu.ca, 519-884-1970

PC: Geneviève de Viveiros, University of Western Ontario, gen.deviveiros@utoronto.ca, 519-661-2163

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

LAC: Élise Lepage, University of Waterloo, elepage@uwaterloo.ca, 519-888-4567 x 33593

PC: Dawn Cornelio, University of Guelph, dcorneli@uoguelph.ca, 519-824-4120 x 53186

Association for Canadian and Québec Literatures (ACQL #7)

Association des littératures canadienne et québécoise (ALCQ #7)

LAC: Tanis MacDonald, Wilfrid Laurier University, tmacdonald@wlu.ca, 519-884-0710 x 2931

PC: Lucie Hotte, Université d'Ottawa, lhotte@uottawa.ca, 613-562-5800 x 1078

PC: Sara Jamieson, Carleton University, sara_jamieson@carleton.ca, 613-520-2600 x 2431

Association for Canadian Jewish Studies (ACJS #34)

Association d'études juives canadiennes (AÉJC #34)

LAC & PC: Rebecca Margolis, University of Ottawa, rmargoli@uottawa.ca, 613-562-5800 x 2955

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: Travis Gleidt, University of Waterloo, tgleidt@uwaterloo.ca, 519-584-4825

PC: Jack Quarter, Ontario Institute for Studies in Education (U of T), jack.quarter@utoronto.ca, 416-978-0820

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, University of Guelph, harrylane@rogers.com, 519-824-5935

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Bibliographical Society of Canada (BSC #238)

Société bibliographique du Canada (SBC #238)

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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)

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Canadian Association for Information Science (CAIS #68)

Association canadienne pour les sciences de l'information (ACSI #68)

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Canadian Association for the Advancement of Netherlandic Studies (CAANS #43)

Association canadienne pour l'avancement des études néerlandaises (ACAÉN #43)

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Canadian Association for the Study of Adult Education (CASAE #217)

Association canadienne pour l'étude de l'éducation des adultes (ACÉDI #217)

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Canadian Association for the Study of Book Culture (CASBC #295)

Association canadienne pour l'étude de l'histoire du livre (ACÉHL #295)

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Canadian Association for the Study of International Development (CASID #225)

Association canadienne d'études du développement international (ACÉDI #225)

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Canadian Association for Theatre Research (CATR #64)

Association canadienne de la recherche théâtrale (ACRT #64)

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Canadian Association for Translation Studies (CATS #240)

Association canadienne de traductologie (ACT #240)

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Canadian Association of Applied Linguistics (CAAL #256)

Association canadienne de linguistique appliquée (ACLA #256)

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Canadian Association of Chairs of English (CACE #207)

Association canadienne des directeurs des départements d'anglais (ACDDA #207)

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Canadian Association of Food Studies (CAFS #297)

Association canadienne des études alimentaires (ACÉA #297)

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

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

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

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

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

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Canadian Catholic Historical Association (CCHA #8)
Société canadienne d'histoire catholique (SCHC #8)

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Canadian Communication Association (CCA #105)
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Canadian Comparative Literature Association (CCLA #38)
Association canadienne de littérature comparée (ALCL #38)

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Canadian Disability Studies Association (CDSA #293)
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Canadian Game Studies Association (CGSA #299)
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Société historique du Canada (SHC #26)

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Association canadienne Jacques-Maritain (ACJM #257)

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Canadian Law and Society Association (CLSA #229)
Association canadienne droit et société (ACDS #229)

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Canadian Linguistic Association (CLA #37)
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Canadian Peace Research Association (CPRA #46)

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Canadian Philosophical Association (CPA #47)
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Canadian Society for the History of Medicine (CSHM #70)
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Canadian Society for the Study of Higher Education (CSSHE #16)
Société canadienne pour l'étude de l'enseignement supérieur (SCÉE #16)

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

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Canadian Society for the Study of Practical Ethics (CSSPE #53)
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Canadian Society of Medievalists (CSM #249)
Société canadienne des médiévistes (SCM #249)

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Canadian Society of Patristic Studies (CSPS #45)
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Canadian Sociological Association (CSA #59)
Société canadienne de sociologie (SCS #59)

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Canadian Theological Society (CTS #65)

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Canadian University Music Society (CUMS #41)

Société de musique des universités canadiennes (SMUC #41)

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Canadian Women's Studies Association (CWSA #96)

Association canadienne des études sur les femmes (ACÉF #96)

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Folklore Studies Association of Canada (FoSAC #20)

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Hungarian Studies Association of Canada (HSAC #210)

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Society for Socialist Studies (SSS #58)

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