## CONGRESS 2013 OF THE HUMANITIES AND SOCIAL SCIENCES

# **Special Event Listing Form**

Please submit the following information on special events for posting in the calendar of events on the Congress website and in the *Onsite Guide*. This is your association's opportunity to promote events that are of interest to other associations, and that are open to all registered attendees or the public. These events include keynote speakers, panels, roundtables, film screenings, receptions or any other special presentation.

- **Deadlines:** All submissions received by **November 16, 2012** will be posted in the online calendar prior to the registration launch in **January 2013**, and included in the *Onsite Guide*.
  - All submissions received between **November 17, 2012** and **March 15, 2013** will be posted in the online calendar and in the *Onsite Guide*
  - All submissions received after March 15, 2013 will be posted online only, if time permits.

#### Save a copy of this form for your records, and email it to congress@ideas-idees.ca.

### Section A: Event information

| Event name  |           |   |  |  |
|---|-----------|---|--|--|
|   |           |   |  |  |
| Event date  |           |   |  |  |
| Start time  |           | End time                                    |  |  |
| Location (leave blank if room is still unknown)   |           |   |  |  |
| LOCATION (leave plank if 100  |           |   |  |  |
| Language of event:  | 🗆 English | Bilingual                                   |  |  |
|   | □ French  | □ Other:                                    |  |  |
| This event is open and free-of-charge to: (select all that apply) 🛛 all registered Congress attendees |           |   |  |  |
|   |           | $\Box$ all attendees and the general public |  |  |

### Section B: Contact information

| Association(s):              |  |           |  |  |
|------------------------------|--|-----------|--|--|
| Primary contact person: Name |  |           |  |  |
| Email                        |  | Telephone |  |  |







## Section C: Event description

Provide either an English or a French event description (both if possible), **50 words maximum**, using clear and simple language. Please note that submitted text may be modified or shortened if necessary.

English:

Do you want to include a **photo** of the speaker(s) in the online calendar?

- O Yes
- O No

Please email your web-optimized image, in **jpg**, **gif**, or **tiff** file formats, to congress@ideas-idees.ca. The image should be no larger than 800x600 pixels or 1 MB in size. Due to space constraints, event images will not be included in the *Onsite Guide*.

#### Website links (optional):

Links will be posted in the online calendar of events, but not in the *Onsite Guide*. Useful links might include the speaker's website or additional information about the event.

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