Canadian Society for the Study of Higher Education (CSSHE) Annual Conference

Saturday, June 15 - Thursday, June 20, 2024
McGill University, Montreal, QC
Pre/Post conference TBA, but within these dates

CALL FOR CONFERENCE SUBMISSIONS

The [Canadian Society for the Study of Higher Education](#) (CSSHE) invites you to participate in its annual conference in 2024, to be held as part of the [Congress of the Humanities and Social Sciences 2024 (Congress)](#) at McGill University in Montreal.

CSSHE invites proposal submissions from researchers, practitioners, graduate students, and policymakers in higher education and related disciplines. CSSHE welcomes cross-sector and multi-actor engagement between and across scholars, practitioners, policy-makers, administrators, activists, and the media.

The 2024 Congress theme *Sustaining Shared Futures* invites members of the social sciences and humanities community to consider how we can share our collective responsibility in higher education by reflecting on our knowledge toward building a more sustainable society and world of the future. In line with [CSSHE's Strategic Plan](#), the theme on the sustainability of tomorrow particularly calls for and encourages our commitment to share various perspectives in Equity, Diversity, Inclusion, and Decolonization (EDID), and on Black and Indigenous experiences and scholarship in Canadian higher education.

Last year marked our return to a predominantly in-person conference with some virtual components to allow for a diversity of engagement. We remain committed to delivering an inclusive and accessible conference experience. As such, we are preparing to offer both in-person and virtual portions of the conference again with the potential to open up the CSSHE conference to a wider diversity of people and topics and try our best to accommodate participants' needs with time and location. CSSHE 2024 will continue using the online platform provided by Congress for virtual components of the conference.

Proposal submissions can be made via [My Conference Suite Portal](#) **between November 3, 2023 and January 7, 2024**. The submission is open until 23:59 EST on January 7, 2024. CSSHE will be using six types of presentations for our conference: paper presentation (individual presentation or self-organized panel session), roundtable presentation, poster presentation, workshop, ignite presentation, and innovative format. All submissions will go through an anonymous peer-review process. We welcome submissions that make creative and effective use of the virtual format, and which demonstrably support this year's conference theme, Sustaining Shared Futures.

You will be asked to select between the following three delivery modes:

1) **On-demand sessions** (pre-recorded presentations),

2) **Live sessions in-person** (some sessions may be available for live-streaming)

3) **Virtual live sessions** (streamed on the Congress online platform).

Hybrid conferences present many challenges for conference delegates and organizers. As such, CSSHE 2024 may include some form of hybrid conference with virtual components. The final mode of the conference presentations will be announced once all proposals are received and reviewed. We expect that CSSHE 2024 will be predominantly in-person with very few live-streaming sessions for a synchronous virtual audience and pre-recorded sessions for asynchronous participation.

Conference Tracks

Higher education is inclusive of a broad range of postsecondary institutions, including but not exclusive to public and private colleges, CÉGEPs, polytechnics, university colleges, universities, as well as informal adult learning environments. To foster robust, inclusive and wide-ranging discussions, CSSHE 2024 will feature an array of tracks. When you submit, you will be asked to select the track that is the closest fit to your submission.

Indigeneity and Indigenous education, as well as Equity, Diversity, Inclusion, and Decolonization (EDID), are core and central to all of these higher education tracks and are thus explicitly embedded rather than siloed topics in the context of current higher education issues.

The new tracks for this year's conference are:

- Open Track
- Academic Access, Pathways, and Transitions
- Community College & Collège d'enseignement general et professionnel (CÉGEP)
- Curriculum, Teaching, and Learning
- Foundations, Histories, and Sociology
- International and Comparative Higher Education
- Leadership, Administration, Policy, Funding, and Organizational Change
- Methods, Theories, and Technologies
- Student Affairs and Services
- Sustaining Shared Futures in Higher Education

CSSHE Conference Submission System (My Conference Suite)

We are using a new platform, My Conference Suite (MCS), for the conference proposal submission this year. This platform provides a user-friendly form for proposal submission and review, as well as a conference app for our participants to utilize during the conference. In addition, this app and the platform allow for easier networking among the participants online.

Participants will need to create an account on this new platform (https://events.decorporate.ca/CSSHE2024/abstract/). The information that is entered in this platform is what will be used in the Conference Program and the Conference App for your name, title, institutional affiliation, short bio, and headshot. We recommend adding as much information as possible at the time of the proposal submission, but participants will be able to make any changes on the Conference App before the conference. Please note: As we are using the same platform as the Canadian Society for the Study of Education (CSSE), if you submitted a proposal to the CSSE conference this year, the same username and password can be used to log into our conference platform. Please make sure that your email address is entered correctly, as the email address that you submit is the one that we will use for correspondence regarding your proposal submission or review assignments.

You will need to complete a series of steps to submit your proposal including:
- Track;
- Session type and delivery mode;
- Ethical practices statements;
- Checklist for the proposal submission;
- Proposal content as an attachment (Microsoft Word compatible documents only; up to 500 words);
- Proposal authors' contact information;
- Title and 50-word abstract (the abstract will be used in the program to describe your work);
- Submit.

Please note that by submitting a proposal you agree to and understand the following:

- All proposals should be original work and not have been previously presented at any other conferences or published. Proposals can only be submitted once. Do not submit the same proposal to more than one track.
- If you need help choosing the most appropriate track, please email the conference committee at cssheconference@gmail.com. The Conference Committee reserves the right to reassign proposals to a different track in order to facilitate session creation.
- You will be asked to indicate your mode of presentation between in-person presentation, virtual live presentation (synchronous), and on-demand recording (asynchronous). We expect the CSSHE 2024 to be predominantly in-person, with limited spaces for virtual live presentations.
- The text is single-spaced; uses a 12-point font; employs italics rather than underlining (except with URL addresses). References, tables, charts, graphs, images, and figures should be added to the end of the document and are not included in the word count.
- The text is APA formatted, consistent with the *Canadian Journal of Higher Education*.

- Participants should plan to present in no more than **two** sessions as the primary author/presenter and no more than **three** sessions in total. This includes all session formats. Please keep this in mind as you submit proposals or agree to be a participant in a collaborative submission. Our intention is to ensure maximum opportunity for all participants to be involved in presenting.
- ***As you submit proposals, please keep in mind that you will be asked to review 2 proposals for each proposal you submit. If you submit a proposal in French, you will be asked to review other proposals in French.***
- A [current CSSHE membership](#) is required of ***all presenting authors and co-authors at the time of the proposal submission.*** *In the case that the proposal is accepted to present at the conference, active membership valid in June 2024 is required.*
- All those featured on the conference program 1) must register for the CSSHE conference **prior to the deadline for presenters**, 2) must have [active CSSHE membership in June 2024](#), and 3) must register for Congress in June 2024.
- Contributors (including co-authors) to the work but who will not be presenting should be acknowledged for their contributions in the presentation but will not appear on the program unless they are registered.

Types of Presentations and Proposal Submission

CSSHE 2024 conference presentation types include:
- **Paper Presentation (Individual or Self-Organized Panel Session);**
- **Roundtable Presentation;**
- **Poster Presentation;**
- **Workshop;**
- **Ignite session;**
- **Innovative format**.

An **individual proposal** refers to the submission of a single paper proposal of one or multiple authors, which will be grouped into sessions based on research topics and themes by the conference committee. A **self-organized panel session** provides an opportunity for coordinated interaction and exchange among presenters working on a common set of themes, questions, or problems related to either research or practice. The whole session proposal will be made by a session organizer and include three or four individual papers as a unit to take up the 75-minute session during the conference.

1. Paper presentation

A paper session is a collection of three or four paper presentations organized around a connected theme. Each presenter has up to 15 minutes and will usually use slides or other visuals to present a summary of their work. Paper sessions last for 75 minutes, with the remaining time used for Q&A, discussion, and feedback.

The paper presentation format accepts both individual and panel session submissions.

*Information needed for **individual proposals**

1. Title of your submission
2. A 50 word abstract of your submission to be included in the program
3. A proposal up to 500 words that should contain as many of the following as are applicable, preferably in this order:
    a. Statement of the purpose or goals of the research;
    b. Summary of the theoretical or conceptual foundation for the work;
    c. Description of the methodology being used and the project findings (if applicable);
    d. Theoretical and/or practical significance and implications of the research;

References may be included and are not included in the word count.

During submission, the submitter will indicate whether the session will be on-demand or live. The format of the session will depend on the delivery mode selected:
- For on-demand individual presentation, the presentations will be recorded in advance (up to 15 minutes per presentation) and made available on the conference portal. There will be no timed slot provided in the program as delegates can watch the recordings at their convenience.
- For live individual presentations, presentations (up to 15 minutes per presentation) will be given along with up to 3 other presentations in one session.

*Information needed for **panel session proposals**

1. Title of the session and titles of papers included
2. A 50-word abstract of the session that describes each paper to be included in the program
3. A whole session summary describing the objectives of the session in the context of the chosen topic, the research question, and the session's relevance to higher education (up to 500 words);
4. Abstracts up to 500 words for each of the individual papers that are sought for the session.

References may be included and are not included in the word count.

The person submitting the whole session proposal will become the session chair and will be responsible for finding a discussant if needed.

During submission, the chair will indicate whether the session will be on-demand or live. The format of the session will depend on the delivery mode selected:
- For on-demand panels, the presentations will be recorded in advance (up to 15 minutes per presentation) and made available on the conference portal. There will be no timed slot provided in the program as delegates can watch the recordings at their convenience.
- For live sessions, presentations (up to 15 minutes per presentation) will be given during the 75-minute panel time.

2. Roundtable presentation

Roundtables offer an interactive space to exchange and share ideas and are typically used to discuss work in progress or topical issues. Roundtables last for 75 minutes in which up to four presenters discuss the selected issue and engage the audience in conversation. Roundtables do not feature formal presentations or slides (such formats are better suited to a formal paper).

The roundtable presentation format accepts only individual submissions.

Information needed for **roundtable presentation proposals**

1. Title of your submission
2. A 50-word abstract of your submission to be included in the program
3. A proposal up to 500 words that should contain as many of the following as are applicable, preferably in this order:
   a. Statement of the purpose or goals of the research;
   b. Summary of the theoretical or conceptual foundation for the work;
   c. Description of the methodology being used and the project findings (if applicable);
   d. Theoretical and/or practical significance and implications of the research;

References may be included and are not included in the word count.

3. Workshop

Workshops provide an opportunity for attendees to engage with and learn through training or professional development on a topic relevant to higher education. Workshops last for **60 minutes** and will be timetabled as part of the main conference program (i.e. there will be no pre-conference workshops).

The workshop format accepts only individual submissions.

Information needed for **workshop proposals**

1. Title of your submission
2. A 50-word abstract of your submission to be included in the program
3. A summary of 300-500 words that explains the purpose of the workshop, identifies learning objectives, and includes a delivery plan to reach expected outcomes

References may be included and are not included in the word count.

4. Poster presentation

Posters are a visual summary of a current or completed research/policy/practice project. Posters will be exhibited in a designated area of the CSSHE conference space and will be available to view throughout the conference. Time will be allocated during the conference for delegates to meet with poster creators to discuss their work and ask questions. If the submitter selects on-demand presentation of their posters, the electronic

version of the poster will be uploaded on the online platform provided by Congress with no timed slot provided in the program as delegates can watch the recordings at their convenience.

The poster presentation format accepts only individual submissions.

Information needed for **poster proposals**

1. Title of your submission
2. A 50-word abstract of your submission to be included in the program
3. A proposal of 300-500 words that should contain as many of the following as are applicable, preferably in this order:
    a. Statement of the purpose or goals of the research;
    b. Summary of the theoretical or conceptual foundation for the work;
    c. Description of the methodology being used and the project findings (if applicable);
    d. Theoretical and/or practical significance and implications of the research;

References may be included and are not included in the word count.

5. Ignite presentation

Ignite sessions are five-minute pre-recorded talks intended to stimulate the sharing of new and exciting ideas about higher education in a short time period. Each Ignite talk may feature up to 20 slides with a maximum of 15 seconds per slide. They will be available to watch throughout the conference.

The ignite presentation format accepts only individual submissions.

Information needed for **ignite proposals**

1. Title of your submission
2. A 50-word abstract of your submission to be included in the program
3. A proposal of 300-500 words that should contain as many of the following as are applicable, preferably in this order:
    a. Statement of the purpose or goals of the research;
    b. Summary of the theoretical or conceptual foundation for the work;
    c. Description of the methodology being used and the project findings (if applicable);
    d. Theoretical and/or practical significance and implications of the research;

References may be included and are not included in the word count.

6. Innovative

Do you have an idea for a session format that would be organized differently from the session types identified above? Please pitch us your idea. We are open to ideas for new formats to use a whole session of 75 minutes either by an individual or by a group to run

in the conference portal. Note, however, that CSSHE is unable to provide logistical and technical support outside of the conference portal/time period.

The innovative format accepts only whole session submissions.

Information needed for **innovative session proposals**

1. Title of the session and titles of papers included
2. A 50-word abstract of the session and of each paper to be included in the program
3. A whole session proposal (up to 500 words) describing the following:
    a. A description of the format, topic, purpose and proposed outcomes of the session, and how it differs from the other formats already included.
    b. If you want to use a different platform than the conference portal, explain the rationale for your choice of platform, and note how logistical and technical support will be provided.
    c. Indicate the proposed length of the session (up to 75 minutes if timetabled during the conference).
4. Proposals of up to 300 words for each of the individual papers that are sought for the session.

References may be included and are not included in the word count.

The person submitting the whole session proposal will become the session chair and will be responsible for finding a discussant if needed.

During submission, the session organizer will indicate whether the session will be on-demand or live. The format of the session will depend on the delivery mode selected:
*   For on-demand panels, the presentations will be recorded in advance (up to 15 minutes per presentation) and made available on the conference portal. There will be no timed slot provided in the program as delegates can watch the recordings at their convenience.
*   For live panels, presentations (up to 15 minutes per presentation) will be given during the 75-minute panel time.

Selection Criteria and Process

All individual proposals will be anonymously reviewed by two peer reviewers. The conference committee will select submissions that are high quality, and/or demonstrate excellent potential to contribute to knowledge, giving preference to submissions that demonstrably support EDID. Particular attention will be paid to the session's potential to address the conference theme, tracks and the rigour of the proposal. Brief feedback will be provided on all submissions.

Summary of Timelines

	Open	Deadline
Call for proposals	**November 3 2023**	**January 7 2024 11:59 PM (EST)**
Reviewer assignments	**January 8 2023**	**January 12 2024**
Reviews due		**January 28 2024**
Notification of review results	**Early February 2024**	
Registration for Congress & CSSHE conference to be included in the program	**Open** **January 2024 (*discounted rate until March 31, 2024)**	**May 15 2024**

Conference Registration Fees

For detailed registration fees, please refer to the CSSHE website. Registration fees for CSSHE 2024 will be communicated to all members and submitters later this Fall.

Please note that in addition to the registration fees, all accepted presenters are also expected to register for Congress and their membership must remain active during the conference dates in June 2024. A current CSSHE membership is required of *all proposal authors and co-authors at the time of proposal submission.*

There will be opportunities to apply for funding to help offset the costs of attending the CSSHE conference. Please stay tuned for email communications from the CSSHE 2024 Conference Planning Committee or inquire at cssheconference@gmail.com.

Accessibility

We are committed to creating a more inclusive environment at our conference for all our members and participants. Please indicate your accessibility needs and requests in your registration form and/or email conference organizers at cssheconference@gmail.com. The CSSHE Conference Committee will work with Congress Organizers to accommodate your accessibility needs throughout your in-person and/or virtual conference experiences.

We look forward to receiving your proposal!

Eun Gi (Cathy) Kim & Erin Anderson

on behalf of the CSSHE 2024 Conference Planning Committee

cssheconference@gmail.com