



Call for Proposals

ACUNS Student Conference on Northern Studies, Fall 2021

BACKGROUND

The Association of Canadian Universities for Northern Studies' (ACUNS) Student Conference on Northern Studies is a triennial event held in late-October/early-November. The conference is largely organized by a committee of students and hosted by one of the Association's members. It provides a unique opportunity for young researchers to meet and exchange ideas with others who share similar academic interests. Students have an opportunity to develop professional experience, forge links with government and community stakeholders, and make national and international connections with those who share varied and multidisciplinary research interests (physical sciences, social sciences and humanities and health) in Northern Studies. The institution selected to host the ACUNS Student Conference will have the opportunity to:

- showcase its facilities and geographic location;
- promote its Northern Studies students, researchers and programs; and
- greatly enhance engagement of current and potential Northern Studies students.

To reflect ACUNS' national membership, the conference will be bilingual (French and English), regardless of its location.

RESPONSIBILITIES OF HOST INSTITUTION AND ACUNS

ACUNS will act in an advisory and supportive role for the conference, but it is the responsibility of the host member institution to assure its success. The host is responsible for identifying the student committee, which may be made up of under-graduate and graduate students. Students from other universities and colleges are permitted to participate on the committee, as required. In undertaking to host the ACUNS Student Conference on Northern Studies, the institution and ACUNS will sign a Memorandum of Agreement that will include the following financial and administrative arrangements:

- All schedules, program, promotion and other materials developed for the conference by the host institution and the student organizing committee will be submitted for final approval to the ACUNS Board of Directors. Minutes of organizing student committee meetings will be

maintained and made available to ACUNS.

- The conference budget will be prepared by the host institution and the student conference organizing committee in consultation with ACUNS, and approved by the ACUNS Board of Directors. It will serve as the basis for all revenue and expenditures.
- The host institution and ACUNS will combine funds in order to hold the Conference. ACUNS will identify and liaise with financial supporters of past conferences (Indigenous and Northern Affairs and Development Canada, Polar Knowledge Canada) and facilitate fundraising efforts, in addition to possible joint funding proposals with the organizing committee.

APPLICATION PROCEDURE

A two-page letter of intent should be submitted to the ACUNS Board of Directors. This should include information on who would be responsible for the organization and administration of the Conference (such as a department, centre, or institute within the institution); potential regarding student involvement through the student organizing committee; an indication of institutional support; and any partnership possibilities. Further information may be attached as appendices.

Proposals must be submitted by September 30, 2019. The letter of intent must be signed by a Senior Administrator from the ACUNS member institution and sent by email to: awards@acuns.ca

For more information, please contact the Executive Director, Jeanette Doucet:

Tel: (613) 820-8300 ext. 100

Email: awards@acuns.ca

The ACUNS Board of Directors will review all proposals and bring forward a recommendation to the ACUNS Council for approval at the Annual General Meeting in the fall of 2019.