

CAUTHE [year] Conference Report

**CONFERENCE LOGO**

**Date:**

**Location:**

**Hosted by:**

**Website:**

*This template aims to provide a guide for conference hosts to streamline conference statistic reporting and provide consistent summary information which serves as a valuable record of past conferences and reference for future convenors. CAUTHE appreciates the huge amount of work involved in hosting the conference and is extremely grateful to the many hours of volunteer labour undertaken to maintain the important role of providing the pre-eminent Australasian tourism, hospitality and events conference.*

*Thank you.*

*On completion of this template please delete all instructions in italic text and any unused fields or tables.*

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# CONFERENCE OVERVIEW

## Background and overview

*Brief description of background and/or overview of national, environmental and/or other factors which impacted on the conference, attendance, success or otherwise; conference features and initiatives (venue, theme, keynote and/or invited speakers, program, workshops, social activities, format etc) and any other highlights.*

## Conference Program

*Insert program summary table here, for example:*

| Date | Time | Activities |
| --- | --- | --- |
| Monday 8 February 2016 | Morning & Afternoon | PhD/ECR & MCA workshops and pre-conference registration |
|  | Evening | Informal Function – Networking drinks, Cruise Bar |
| Tuesday 9 February 2016 | Morning | Registration; opening ceremony; keynote speaker 1; panel discussion 1; morning tea |
|  | Afternoon | Concurrent sessions 1; afternoon tea; keynote speaker 2; CAUTHE AGM and Chapter directors’ meeting |
|  | Evening | Welcome Reception STUDIO at Sydney Tower Dining |
| Wednesday 10 February 2016 | Morning | Chapter Directors’ (or nominees’) breakfast; Concurrent sessions 2; morning tea; keynote speaker 3 |
|  | Afternoon | Lunch; research sharing sessions; special interest group (SIG) meetings; concurrent sessions 3 & 4 |
|  | Evening | Free evening |
| Thursday 11 February 2016 | Morning | Concurrent sessions 5; morning tea; panel session 2 |
|  | Afternoon | Concurrent sessions 6; The Great debate; afternoon tea & closing ceremony Sydney Harbour Cruise Blue Room |
|  | Evening | Conference gala dinner & awards ceremony |

# CONFERENCE COMMITTEE

Conference Chair

Conference Convenor

Academic Paper Chair

Ideas Factory / Poster Presentation Chair

Sponsorship Chair

Student Volunteer Coordinator

Student Volunteers

Professional Conference Organiser

# SPONSORS

*List sponsors and categories if used e.g. Platinum, Gold, Silver, Bronze*

# DELEGATE PROFILE

## Delegates by registration type

|  |  |  |  |
| --- | --- | --- | --- |
| **Registration Type** | **Earlybird** | **Standard** | **Total** |
| Full registration |  |  |  |
| * Non-member |  |  |  |
| * CAUTHE member |  |  |  |
| Student |  |  |  |
| * Non-member |  |  |  |
| * CAUTHE member |  |  |  |
| One-day registration |  |  |  |
| * Non-member |  |  |  |
| * CAUTHE member |  |  |  |
| PhD/ECR workshop only |  |  |  |
| MCA workshop only |  |  |  |
| Complimentary / Exhibitor / Volunteer |  |  |  |
| Other |  |  |  |
|  |  |  |  |
| **TOTAL** | | |  |

## Delegate place of origin

|  |  |  |
| --- | --- | --- |
| **Origin** | **n** | **%** |
| **Australia** |  |  |
| **New Zealand** |  |  |
| **International** |  |  |
| **TOTAL** |  |  |

## Social function attendance

|  |  |  |  |
| --- | --- | --- | --- |
| **Programmed Social Function** | **Delegates** | **Guests** | **Total** |
| Informal |  |  |  |
| Welcome reception |  |  |  |
| Conference dinner |  |  |  |
| Optional tour(s) |  |  |  |
|  |  |  |  |

# PAPER AND ABSTRACT REVIEW PROCESS

## Paper and abstract reviewers

*List / table of paper and abstract reviewers [and institutions] and theme leaders (if relevant)*

## Refereeing process

*Brief description of and any issues arising from the refereeing process*

## Key Dates

Early bird submissions

Closing date for working papers / abstracts

Notification of acceptance

# PAPERS AND PRESENTATIONS

## Paper and presentation session key features

*Brief summary of concurrent session / paper and poster presentations*

## Paper and presentation summary

|  |  |
| --- | --- |
| **Item** | **Number** |
| **Keynote presentations** |  |
| **Panel presentations** |  |
|  |  |
| **Total papers submitted** |  |
| Papers withdrawn by author |  |
| Papers rejected |  |
|  |  |
| **Papers presented** |  |
| Working papers |  |
| Full Papers |  |
| Posters / visual presentations |  |
| Oral presentations |  |

# FINANCIAL SUMMARY

The financial reporting is in AU$ / NZ$ [*please* *delete one*]

## Registration fees

|  |  |  |
| --- | --- | --- |
|  | **Fees** | |
| **Registration Type** | **Earlybird** | **Standard** |
| Full registration |  |  |
| * Non-member |  |  |
| * CAUTHE member |  |  |
| Student |  |  |
| * Non-member |  |  |
| * CAUTHE member |  |  |
| One-day registration |  |  |
| * Non-member |  |  |
| * CAUTHE member |  |  |
| PhD/ECR workshop |  |  |
| * With conference |  |  |
| * Workshop only |  |  |
| MCA workshop |  |  |
| Other |  |  |

## Conference income and expenditure

|  |  |
| --- | --- |
| **Income** |  |
| Conference registrations, additional dinners, workshops etc |  |
| Sponsorship |  |
| Total Income |  |
| **Expenditure** |  |
| Professional Conference Organiser (full/part) |  |
| Venue |  |
| Other direct costs |  |
| CAUTHE naming fees |  |
| Total Expenditure |  |
| **Grand Total** |  |

## Sponsorship income: tables, inserts and exhibitions

*If relevant*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | **Satchel insert** | **Table display** | **Exhibition booth** | **Total** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL** |  |  |  |  |

# DELEGATE FEEDBACK

## Pre-conference

*Provide 1-2 paragraphs summary feedback information in this section and include graphs/statistical information as an Appendix.*

## Plenary sessions

## Concurrent sessions

## Venues, Catering and Social Activities

# MEDIA AND COMMUNICATIONS

*Information about media exposure (including internet, radio, television and print) and, if relevant, social media reporting of the conference (e.g. number and type of mentions).*

# SUMMARY

*Brief summary of conference benefits and outcomes, lessons learned including e.g. ‘best’ aspects of the conference, areas where the conference could have been improved and suggestions for future conferences.*

**Report prepared by:**

**Name:**

**Position:**

**Date:**

# Appendix 1