



## **CAUTHE Special Interest Groups**

CAUTHE is a professional organisation dedicated to the development of tourism, hospitality and events (TH&E) education and research in Australia, New Zealand and beyond. CAUTHE assists members to develop and coordinate special interest groups (SIGs) to provide greater interaction between members, other academic associations and industry groups. A SIG can be a research and/or teaching related group. A SIG typically has a thematic purpose. For example, it can be based on a type of TH&E research or teaching (regional tourism, gastronomy) or based on a particular approach to researching or teaching TH&E (critical perspectives). A CAUTHE SIG coordinator represents the SIGs on the Executive committee. For more information see CAUTHE [Special Interest Groups](#).

### **GUIDELINES, ELIGIBILITY AND ASSESSMENT**

#### **1 Submission, Start Dates and Time-line**

Applications can be made at any time and will be considered at the next available CAUTHE Executive meeting.

#### **2 Eligibility**

Applications are only accepted from current associate or student CAUTHE members. It is expected that all members of the proposed SIG will be CAUTHE members; or if not members, that they will join CAUTHE on approval of the SIG. Coordinators must be current CAUTHE members and may only be involved in coordinating one SIG at a time.

#### **3 Presentation of Applications**

- a) Please type applications.
- b) Use the headings provided on the form below.
- c) Applications should be submitted to the CAUTHE Secretariat [cauthe.secretariat@gmail.com](mailto:cauthe.secretariat@gmail.com). The application will be considered by the Executive committee at its next monthly meeting.

#### **4 Length of Application**

- a) Headings provided on the application form should be used.
- b) No more than four pages are acceptable. If this maximum is exceeded, applications will not be accepted.

#### **5 Collaboration between Academics**

CAUTHE encourages collaboration between member academics at universities throughout Australia, New Zealand and overseas. Applications should indicate possible core members from as many institutions as possible. Involvement of early career researchers and students in the SIG is encouraged.

#### **6 Assessment Committee**

- a) Applications will be assessed by the CAUTHE Executive committee.

- b) If CAUTHE Executive members are involved as proposed coordinators of a SIG, they will step down from any discussion by the Executive about the SIG application.

## **7 Assessment**

- a) Applications are assessed using the areas of consideration listed in section 9. below.
- b) The CAUTHE Executive will notify applicants of their decision as soon as possible.

## **8 Funding and Assistance**

- a) CAUTHE will create a SIG webpage at CAUTHE [Special Interest Groups](#) to promote the SIG, members, activities and outputs.
- b) CAUTHE will work with SIG coordinators to advertise and promote meetings, and symposia related to the SIG. If you are organising the symposia please refer to the CAUTHE symposia guide (attached).
- c) CAUTHE will provide financial assistance to SIGs to host meetings or symposia subject to availability of funds. SIGs should provide the CAUTHE Executive an estimated budget for their proposed activities each year for inclusion in the annual budget.
- d) The results of applications for funding will be announced within six weeks of applications being received. Procedures for applying for funding are contained in the CAUTHE symposia guide.

## **9 In reviewing applications, consideration will be given to SIGs that:**

- a) help CAUTHE to achieve its [vision and mission](#).
- b) provide a forum for TH&E knowledge engagement, creation and dissemination.
- c) encourage TH&E academics to work collaboratively within the proposed SIG.
- d) have coordinators with experience related to the proposed SIG topic.
- e) draw their core members, including emerging academics and students, from across Australia, New Zealand and beyond.
- f) will collaborate with government organisations, industry bodies, current or potential CAUTHE affiliates or [other associations](#) (e.g. ANZALS, SMAANZ, TEFI).
- g) propose activities and outputs which will benefit CAUTHE members and enhance the CAUTHE organisation.
- h) propose active engagement with both the CAUTHE annual conference and CAUTHE's Journal of Hospitality and Tourism Management.

## **10 Reporting, communication and representation**

SIG coordinators must provide reports to the CAUTHE Executive, in January prior to the AGM and in July prior to the mid-year meeting, and/or as requested by the CAUTHE SIG coordinator. The reports should include updates about the activities of the SIG, attendance lists for SIG activities and a financial report about the spending of any CAUTHE funds provided to the SIG.

It is the SIG coordinator's responsibility to ensure that the CAUTHE secretariat has current contact details. SIG coordinators who regularly fail to respond to email requests may be asked to provide cause as to why the SIG should not be discontinued. All such decisions regarding the continuance of a SIG will be dealt with at either the MYM or AGM.

SIGs that fail to maintain an adequate level of activity may also be required to show cause as to why the SIG should not be discontinued.

SIG coordinators must keep a member list with contact details of members and provide a copy to the CAUTHE SIG coordinator on request.

If SIG members opt to represent CAUTHE on government or other groups they should seek approval from the Executive committee. Generally, CAUTHE will be supportive of such arrangements, and recognise that such representations can contribute positively to CAUTHE's reputation. The member should provide reports about developments within the organisation that would be of interest to the wider CAUTHE community.

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## **Special Interest Group (SIG) Application Form**

Please complete the following application form following the guidelines above. Any questions can be directed to the CAUTHE Secretariat [cauthe.secretariat@gmail.com](mailto:cauthe.secretariat@gmail.com).

### **TITLE OF GROUP**

- Please list the proposed title of your SIG here.

### **NAMES AND CONTACT DETAILS OF CO-ORDINATORS**

- Provide names, affiliations and contact details of each coordinator. Coordinators, foundation proponents and members must be current CAUTHE Associate or Student members.
- It is expected that each SIG will have at least two coordinators (from separate institutions) with experience in the topic area.
- Coordinators will be expected to help lead the SIG and its associated activities in partnership with CAUTHE.

### **RATIONALE**

- Please list a rationale for why this SIG is important for tourism, hospitality and/or events education and/or research.
- You may include some literature or material here to set the context for the SIG to justify the establishment of the SIG.

### **CORE MEMBERS**

- Please list core members who may have indicated an interest in joining the proposed SIG or who you think may join in the future.
- Initial membership of the SIG will need a minimum of 10 core members.

### **CONTRIBUTION TO CAUTHE**

- How would the SIG contribute to the CAUTHE mission and help tourism, hospitality and/or events knowledge engagement, creation and dissemination?
- What benefits would members receive from joining this SIG?

### **MAIN ACTIVITIES**

- What would this SIG do?
- What potential projects or outputs would result from the creation and support of this SIG?
- Please list projects, research, proposed meetings planned the first 12 months of the SIG.

### **LINKS TO EXTERNAL GROUPS OR ORGANISATIONS**

- What groups would this SIG possibly connect with in the future?
- Could events, projects or initiatives lead to collaboration with other academic associations and/or industry organisations? If so, which ones and what type of collaboration could occur?