



## CAUTHE Symposia Guide

### Preamble

CAUTHE is a professional organisation dedicated to the development of tourism, hospitality and events education and research in Australia, New Zealand and beyond. CAUTHE aims to assist members to develop and coordinate symposia, which bring together CAUTHE members and potential members to discuss relevant tourism, hospitality and events education and/or research issues.

Symposia can include stand-alone workshops, meetings or smaller conferences, or be combined with other activities such as CAUTHE business, Special Interest Group, PhD scholar or Journal of Hospitality and Tourism Management meetings. Symposia need to be coordinated by CAUTHE members for the benefit of other members and the organisation.

The following guide provides an outline of key steps to apply for funding or other support, and steps that should be undertaken to maximise the benefits to CAUTHE and CAUTHE members. Financial assistance will only *contribute* towards the cost of the symposia and will be subject to availability of funds.

### Applying for Funding

Before applying for funding from CAUTHE organisers should consider the following:

- ensure that the institution hosting the symposium is a member of CAUTHE.
- ensure that the majority of meeting attendees are CAUTHE members (including student or affiliate members).
- consider the benefits of the symposium for CAUTHE members.
- note that CAUTHE funds for symposia are small and will only contribute towards the cost of the symposium. Other funding or financial support or sponsorship may need to be provided by the host institution or other organisations.

If you decide to apply for funds for CAUTHE, please complete the funds application form (page 3) and return to the CAUTHE Secretariat with an outline of the proposed symposium and please include the following:

- details about the symposium including the title, dates, host location and proposed attendance.
- a proposed budget including proposed expenditure/income, cost to CAUTHE members and non-members, a clear indication of funds being sought and a short justification about how funds will be used.
- an outline of how this symposium will benefit CAUTHE members and the CAUTHE organisation.

Your application will be assessed at the next Executive committee meeting (held monthly). You will be notified soon after this meeting.

Criteria for assessment will include:

- relevance to members and contribution towards CAUTHE's strategic plan (see [Vision and Mission](#)).
- potential for a number of members and non-members to attend from throughout Australia and New Zealand.
- potential for attendees to be emerging academics and scholars.
- the funds being requested are appropriately justified, bearing in mind the financial constraints of CAUTHE.

You may be asked to attend an Executive committee meeting to discuss the application.

### Before the Symposia

If you are successful in gaining financial support from CAUTHE, the following activities should be undertaken prior to the symposium, to help to successfully market and plan the event, as well as to maximise CAUTHE's investment in the symposium.

Liaise with the CAUTHE Secretariat to:

- provide the current CAUTHE membership list to ensure the legitimacy of member registration discount claims if applicable.
- assist with marketing the event to CAUTHE members through the website, member email, social media and newsletter. Provide updates on a regular basis so your event can be marketed to CAUTHE members as the event planning unfolds.
- direct any non-members to the CAUTHE website to consider joining CAUTHE. Symposia provide a good opportunity to increase individual CAUTHE membership.
- arrange for delivery of the CAUTHE banner for display at the event.
- receive an electronic copy of the CAUTHE logo for use on pptx slides introducing the symposia or within symposia programs or documents.
- ensure appropriate consent is obtained from delegates for opting into a future mailing list, and for the use of images and photographs.
- determine the true owner of the works if planning to distribute video presentations.
- ask delegates to identify their research interests in advance to make break-out sessions relevant.

### During the Symposia

- please acknowledge CAUTHE as a sponsor of the symposia and let potential members know how they can join CAUTHE.
- show the CAUTHE logo on pptx slides or in documents, when appropriate.
- display the CAUTHE banner.
- take photos of the event, which can be used to publicise the event afterwards.

### After the Symposia

- forward invoices for funds transfer to the CAUTHE Secretariat.
- send images of the event to the CAUTHE Secretariat.
- provide a delegate list to the CAUTHE Secretariat with contact details of attendees. CAUTHE may use this for future marketing (with appropriate permissions).
- provide a short report on the symposium including the size and scope of the event, the outcomes of the event and an indication of how CAUTHE funds were used.

