CAUTHE CONFERENCE GUIDELINES AND MANUAL

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Contents

1   Introduction

The annual CAUTHE Conference has a history going back 30 years. The first CAUTHE Conference was first held in 1993, following the establishment of the organisation in the late 1980s. Two conferences were held prior to the formalisation of CAUTHE in 1992; they were in 1991 and 1988.

The conference is the 'flagship' event for the Association and our members, addressing one of CAUTHE's key objectives, which is to promote the development of tourism and hospitality and events (TH&E) education and research within the higher education sector. The objectives of the conference are to provide CAUTHE Members, TH&E educators and researchers an opportunity to:

- promote informative, stimulating and challenging discussions about recent methodological innovations in the field.
- receive feedback from peers and improve the quality of research and educational output.
- establish dialogue with industry, government and community representatives.
- foster networking and collaboration within the field and across the sector.

A number of benefits arise from an institution hosting a global CAUTHE Conference, including:

- increased visibility and promotion of the institution to a global audience.
- increased networks with industry, government, academia and international publishers.
- showcasing the provider's TH&E teaching programs and research.
- opportunities for student volunteering and event management experience.

CAUTHE greatly appreciates the work of our host institutions in helping to make our annual conference a success, and in supporting and promoting the Association's Mission, Vision and Strategy. CAUTHE wishes you success in your bid process and we look forward to working with you should you be hosting a future conference.

The **CAUTHE Conference Bid Guidelines and Manual** outlines the requirements of the bid process, and the Terms of Reference and Tasks for managing a CAUTHE conference, for potential and current conference convenors. The Manual provides information to ensure the maintenance of the conference standard and reputation, the responsible management of conference finances and the sustainability of future conferences. The information is based on accumulated knowledge and experience gained from organisation of many past conferences, and drawn directly from delegate feedback and conference reporting.

2   Expressions of interest – Bidding to host a CAUTHE Conference

Up to two years in advance of the proposed conference date, an expression of interest (EOI) in the form of a letter of support is to be sent by a potential Conference Convenor outlining their desire to manage a conference. The letter should include potential date/s and year/s, location, venue and a commitment that the team has the resources, including any prospective seed funding and staff to organise all required aspects of the conference. The letter should be framed on the basis that the conference will be conducted in accordance with the **CAUTHE Conference Guidelines and Manual** and agree to the Terms of Reference and Tasks as outlined in **Appendix 2.**

A formal letter of acknowledgement will be sent in return by CAUTHE. Potential Conference Convenors are strongly urged to engage with the CAUTHE Chair as they develop their expression of interest.

1.1 Conference bid process

The decision for the staging of the conference will normally be made 18 months to two years in advance. A detailed Bid document outlining the management of the conference, in accordance with the Conference Bid Guidelines and Manual will be provided to the CAUTHE Executive on the template available in **Appendix 3: Conference Bid Template.**

Bid documents should be submitted to the CAUTHE Chair and Secretariat around six weeks prior to the AGM or Mid-Year Meeting (MYM) for circulation and consideration by the CAUTHE Executive. A full bid document is required for the Executive and a one-page summary is required for distribution at the AGM or MYM. The decision to grant the bid will be made at the AGM or MYM after a vote by members.

Potential Conference Convenors are strongly urged to engage with the CAUTHE Chair as they develop their Conference Bid. Where there are competing bids, the Executive will consider the desirability of rotating conferences to different regions and in a different year to ensure equity regarding travel related expenditure and opportunities for institutions across Australia and New Zealand to enhance their profile.

2 Conference oversight and committee structures

CAUTHE and its Executive have high level oversight of the annual Conference. We work to ensure and promote CAUTHE's interests, budget and outcomes, in line with our Mission, Vision and Strategic Objectives. The host institution, through bidding for the Conference, has responsibility for managing the annual event operations and ensuring its success. The CAUTHE Executive Committee supports and maintains overall approval of the conference budget and suitability of all elements, which will be reported through by the host Conference Convenor at monthly Executive meetings.

The management of the Conference will rest with the following:

- **CAUTHE PCO** – CAUTHE's nominated Professional Conference Organiser (PCO) who will work closely with the Conference Convenor, Conference Management Team and Executive to support the team and organise the conference using resources provided by CAUTHE. CAUTHE will enter into a Service agreement with the PCO which will cover conference management fees including registration and paper management, onsite staff fees, sponsorship management, website design and management, collection of conference fees, and disbursement of expenses.

- **Conference Convenor** – who may be an individual or a consortium (with one individual nominated as 'leader'), is the formal convenor of the conference, responsible for the assembly of the Conference Management Team and Scientific Committee, and ultimately, the execution of the conference. The Conference Convenor liaises directly with the CAUTHE Executive, the Conference PCO, and other entities involved in running the conference. The Conference Convenor may be formed from one CAUTHE Chapter member institution or a consortium of individuals from a variety of institutions.

- **Conference Management Team (CMT)** – which will manage the logistics of staging the conference including the venue and program.

- **Scientific Committee** – which will manage the reviewing of papers through the CAUTHE paper management sysem and develop the conference paper program.

- **PhD/ECR & MCA Workshop Committees** – who will manage the delivery of these workshops.

It is the responsibility of, and highly recommended for, the Convenor and Committee Chairs to seek support from their institutions for sufficient resources, including in kind time to effectively develop and execute the conference. The CAUTHE Chair can provide a letter to the host institution's leadership to outline the role and benefits of hosting a CAUTHE Conference.

The Conference Convenor will be represented on the CAUTHE Executive Committee during the year prior to and until the end of the year following the conference, and will provide monthly Conference updates at each Executive meeting. This involvement facilitates continuity of processes and close liaison between CAUTHE and the Conference Management Team. The Conference Convenor may wish to factor in and appropriately budget for the involvement of volunteers and/or use of the conference to provide student work integrated learning opportunities.

The CAUTHE Secretariat is not a member of the conference management team and does not provide conference management services, but can support where appropriate working with the CAUTHE Executive, the Convenor and CAUTHE PCO providing advice, information, templates and documentation as required.

See also

Appendix 1: Conference Management Team checklist.

See also

Appendix 2: Terms of Reference and Tasks for each committee.

2.1   Conference Management and PCO

CAUTHE will oversee and fund the conference and will enter a Service Agreement ('Agreement') with the CAUTHE-nominated Professional Conference Organiser (for the provision of their PCO services). The PCO will help support the CAUTHE Executive and the Conference Convenor and Management Team to run a seamless, profitable event. The Agreement will include an Event Brief, which outlines the specific services to be provided and an approved Budget.

It is essential that only the Conference Management Team, as per the budget approved by the CAUTHE Executive, may commit to, or incur, charges and expenses in the staging of the conference. No party other than the CMT may suggest that costs will be covered, discounts offered, or 'freebies' granted by CAUTHE or the CAUTHE Conference.

It may be that the keynote speaker(s) will need financial assistance (including travel, accommodation, meals, personal assistance, or other arrangements) to attend the conference. These costs must be budgeted as part of the bid document but cannot be promised to the speaker until the bid is secured.

The Conference Management Team will identify a potential conference venue and venue manager(s) (for the provision of the space and catering and technology and other services required for the spatial staging of the conference) as appropriate. Once the bid is awarded, the CMT and PCO will work directly with the venue manager/s to run the conference.

3   Conference format

3.1   Timing and schedule

The conference is normally held during the week in the first two weeks of February. Where possible and appropriate, scheduling should try to avoid Waitangi Day, (6 February, New Zealand) and/or Chinese New Year (which can be scheduled from mid-January to mid-February).

Whilst delegates may elect to travel to and from the conference on the weekend, the scheduling of the conference should also allow domestic participants to travel and attend the conference during the working week.

The conference including the workshops typically runs over four days. The PhD scholar and Early Career Researcher (ECR) workshop is held on the day preceding the conference. The full- or half-day Mid-Career Academic (MCA) workshop is held on alternate (even) years.

3.2   Program

When considering the conference program content, panel composition and the social program, the Conference Convenor should keep gender and ethnicity equity and balance forefront of their deliberations as outlined in the [CAUTHE Pledge](#) and the *[Recommendations for promoting gender equity and balance in tourism conferences](#)* (Tourism Education Futures Initiative (TEFI), 2014).

The following table provides a typical sequence of program activities:

Table 1: Typical conference program

Day		Activity
One day before start of conference		PhD/ECR workshop and (biennial) MCA workshop
Day 1	Morning	Opening ceremony Keynote address
	Afternoon	Concurrent sessions
	Evening	Welcome reception
Day 2	Morning	Chapter Directors' (or nominee) breakfast Plenary session or concurrent papers
	Afternoon	Concurrent sessions Poster session AGM and Chapter Directors' meeting Special interest groups (SIGs) (or optional tours)
	Evening	Free evening
Day 3	Morning	Concurrent sessions or panel discussions
	Afternoon	Great debate or alternative Award ceremony Closing ceremony & handover Conference dinner

3.3   Opening and closing ceremonies

The conference program must include an opening plenary session, which includes a formal opening and Welcome to Country (Australia), Pōwhiri (New Zealand), or other appropriate First Nations-led welcome depending on the lands and country upon which the conference is held, welcome from the Conference Convenor and CAUTHE Chair, and other housekeeping announcements.

The closing ceremony provides the opportunity for the Conference Convenor to convey thanks to the sponsors and other supporters and to hand over the conference to the convenor of the next conference. The future Conference Convenor then can promote the next conference, using a short promotional video or slides of the destination.

3.4   Academic program

One of the great strengths of the CAUTHE conference is that the papers presented cover the three areas of tourism, hospitality and events. There is flexibility for the Conference Convenor to adapt the academic format of the conference to suit their interests and values and the specific conference theme. The academic program generally involves a combination of plenary session(s), focusing on the conference theme, and a series of concurrent and/or poster sessions for research papers. This format provides opportunity for academic researchers and research students, at various stages of development, to present their research to their peers.

In keeping with the aims of the CAUTHE conference, it is important that the program provides opportunity for delegates to present teaching, curriculum, and pedagogical research, often termed Scholarship of Teaching and Learning (SoTL), as well as theoretical and empirical studies relating to TH&E. The program may provide opportunity for dialogue between academics and other stakeholders, such as community, industry and government. There may also be opportunity to include workshops to allow the more intensive examination of specific issues including, for example, streams facilitated by the SIGs. The conference must not be used as a forum for colleagues to conduct their private research.

Papers can be presented by way of a 'stand and deliver' presentation, workshop, panel or poster presentation. These can be done by a combination of plenary and concurrent sessions. There is scope for the Conference Convenor to explore other options of conference delivery including video streaming and podcasting to support the plenaries and concurrent sessions, video conferencing and virtual attendance. Such arrangements are at the discretion of the Conference Convenor.

3.5   Concurrent session chairs

The concurrent session Chairs play a crucial role in the smooth running of the conference. The Chairs should briefly introduce the speakers prior to their presentations and ensure the speakers keep to time. If the allocated speaker is absent, the session chair may cancel the presentation and ask the audience to re-convene in time for the next presentation. Alternatively, the time slot can be used for general audience discussion on the topic, with the next presentation commencing at the allocated time. The Chair should not bring forward the next scheduled speaker to cover the time gap created by a cancelled or absent speaker.

3.6   Poster session

A poster session provides an opportunity to highlight a variety of research in a compact form and for researchers to discuss one-on-one with the individual researchers. If held, there should be a prize, for the best poster. To maximise attendance and interaction, it is recommended that the session be timetabled over an extended lunch period and separate from the concurrent paper sessions. An hour and half should be allocated for the session. The presenters should be provided with a backing board and there should be ample space for delegates to move between posters.

3.7   Award ceremonies

The conference provides the opportunity for the presentation of awards, in recognition of quality academic performance, for contribution to education and research, the Journal of Hospitality and Tourism Management (JHTM) and other contributions to CAUTHE.

The Conference Convenor will manage the award ceremony(ies), including scheduling, presentation/s (pptx), ceremony scripts and certificates, including paper and frames.

3.8   Great Debate or alternative

The Great Debate has become a popular 'standing' item during the final conference session, held in good fun and the spirit of CAUTHE. The panel usually consists of four people for the affirmative and four for the negative, selected from the attending academics who have an opinion about the topic (and/or who can develop a good argument). Previous great debates have been organised and chaired by eminent professors to good effect. The debate topic should be approved by the CAUTHE Executive prior to circulation to both participants or more widely. Debate themes should be appropriate and mindful of cultural and gender equity. Alternatively, the Conference Convenor can facilitate a similar light-hearted activity as an alternative to the debate, subject to consideration by the CAUTHE Executive and the Great Debate lead.

3.9   Social events

The conference is a major social event in the academic calendar and may be the only regular opportunity for academics to meet with their peers. Therefore, the conference should include an extensive social program characterised by, but not restricted to:

- a welcome cocktail reception for all delegates
- a dinner for all delegates, usually held towards the end of the conference
- a series of stand-up morning and afternoon teas
- a series of lunches (either sit down or stand up)
- the designation of a bar/lounge for after-hours social engagement, where appropriate

Traditionally the welcome reception and conference dinner are included in the registration fee. Whilst not compulsory, it is preferable that at least one of the events is held away from the conference venue.

3.10 First time attendees

The registration form includes the question 'I am a first time CAUTHE attendee* Yes | No'. To help first timers feel more included suggestions include that they be identified with a dot on their name tag, and a first time attendee welcome session and a 'get to know you' activity be offered early in the program. The session could include an introduction to the Association and key contacts. The Executive Committee are available to help manage this session.

3.11 Special interest groups

CAUTHE assists members to develop and coordinate Special Interest Groups (SIGs). These groups provide an opportunity for interested researchers to discuss their research in an open and informal manner with the opportunity of creating future research collaborations. The conference provides opportunities for the SIG members to meet in addition to meetings or symposia, which may be scheduled during the year.

The Conference Convenor, in liaison with the CAUTHE SIG coordinator, will make provision for SIG members to socialise, on the free evening if appropriate. They will also facilitate the scheduling of online meetings adjacent to the conference dates. Registration for these meetings will be included as part of the conference registration process.

SIG members may also be used to contribute to reviewing special interest or themed papers and hosting concurrent paper sessions. The conference organisers should liaise with the SIG coordinator regarding coordination of SIG involvement. Optional activities, such as tours, can be offered for delegates and partners who are not attending SIG activities.

3.12 CAUTHE business meetings

The Conference Convenor will make provision for the following business meetings of CAUTHE:

- Annual General Meeting (AGM) (1.5 hours) (for approximately 50 delegates)
- Chapter Director's meeting (immediately following AGM) (0.5 hours)
- Chapter Director's (or nominee) breakfast (1.5 hours) (catering for approx. 30).
- CAUTHE' s Journal of Hospitality and Tourism Management (JHTM) Editors' meeting (1.5 hours) (Elsevier to schedule)

The Conference Convenor should liaise with the Secretariat to facilitate the scheduling of these meetings adjacent to the conference dates and include registration for the meetings as part of the conference registration process.

3.13 Bill Faulkner PhD Scholar and Early Career Researcher (ECR) workshop

A full-day workshop for PhD scholars and ECRs (PhD graduates within the preceding five years) who are undertaking research aligned to TH&E is held on the day before the conference. A meeting room for approximately 75 people, including AV, and some logistical support to facilitate this activity, such as morning tea and lunch, will be required. A representative from the CAUTHE Executive Committee and the CAUTHE PhD Scholar representative will support the development and facilitation of the workshop by the conference organiser and PhD/ECR Workshop committee. CAUTHE also provides a detailed workshop manual, past workshop documentation, and participation statistics.

3.14 Mid-Career Academic workshop

The Mid-Career Academic (MCA) workshop, usually of approximately two hours duration, is held every second (even) year, in the afternoon of the day before the conference. The workshop provides MCAs, senior lecturers or 'freshly minted' associate professors, with strategic and practical advice on academic career development through one-to-one mentoring sessions and panel discussions with CAUTHE Fellows and senior professors. A meeting room for about 50 people with AV projection will be required. A representative from the CAUTHE Executive Committee will support the development and facilitation of the workshop by the Conference Convenor and MCA Workshop Committee. Please liaise with the CAUTHE Executive about the scheduling of this workshop.

3.15 Tourism, Hospitality and Events Standards workshop

As the 'custodian' of the [TH&E Learning and Teaching Academic Standards](#), CAUTHE facilitates a half or full-day workshop for assessment design, benchmarking or other associated activities adjacent to the conference. The conference organisers will include registration for the Standards workshop as part of the conference registration process.

3.16 Conference dinner

The conference dinner is an opportunity for delegates to network and have fun. The dinner is preferably held away from the conference venue and previous successful dinners have provided live entertainment either as a dance band or with an MC with recorded music. The dinner includes the awards ceremony for presentation of prizes and new CAUTHE Fellows induction. After dinner speakers are optional but if included, speeches should be kept to a minimum.

4 Finances

4.1 Financial responsibility

CAUTHE has worked towards a model where the Association bears the financial responsibility for staging the conference, including any profit or loss (profit or loss arrangements can be discussed between CAUTHE and the Convenor/Organising Committee). The Conference Convenor will work closely with the CAUTHE Executive and Treasurer in the establishment of and adherence to the budget.

4.2 Free registrations

CAUTHE will generally permit free registrations for:

- CAUTHE Secretariat, with a service table in a prominent space

- CAUTHE PhD Student representative
- One attendee from Elsevier (CAUTHE's Journal publisher) with an exhibit booth for the Journal and related products.

Additional free or discounted registrations, for example for Conference Convenor, Conference Management Team, keynote or invited speakers, must be approved by the CAUTHE Executive committee during the development of the budget.

4.3   Conference cost

The registration fees should be set at as reasonable a price as possible to ensure maximum attendance. A generous (usually half-price) student discount should be offered to full-time students. The Conference Convenor should also bear in mind the cost of social events to encourage attendance by all delegates.

4.4   Conference discount

A minimum conference discount of at least AU$110 minimum (i.e. one year's membership fee) from the conference registration fees will apply for Associate and AU$55 minimum for Student members. The member discount does not apply to Chapter or Affiliate members or Fellows i.e. only Associate or Student members are entitled to the respective discounts. Conference delegates are encouraged to take up CAUTHE Associate or Student membership as appropriate.

4.5   Registration form

The registration form will include facility for payment of:

- Conference fee payment.
- CAUTHE Associate and Student membership fees, for membership renewal or new members to join, and a link provided to the Membership portal an option for direct payment to CAUTHE if preferred.
- PhD/ECR workshop fee (as required to cover costs).
- Mid-Career Academic (MCA) workshop fee (as required to cover costs).
- TH&E Standards workshop fee (as required to cover costs).
- Welcome reception and dinner fee, for delegates if not attending the full conference or for additional guest tickets.

To assist with catering, the registration form should provide a compulsory check box for delegates to indicate whether they are attending the social events, including welcome drinks, reception and conference dinner, SIG meetings, even if the registration fee is inclusive.

5   Conference venues and access

Plans for inclusion and access including gender, ethnicity, religious, family, and accessibility should be addressed, and in line with the CAUTHE Pledge. Destinations and venues should be easily accessible and offer a full range of accommodation options. Destination accessibility is also important in terms of economy of access to the destination and ease of transport around the destination at which the conference is held. The bid document should include a commitment that the organising committee will investigate local childcare options and provide potential costs for delegates for childcare options which can be made available for delegates during the conference.

Consideration should also be given to whether the venue, social and related activities are accessible for delegates and partners with disabilities and/or restricted mobility. CAUTHE and Conference organisers must be aware of their legal responsibilities regarding disability discrimination and know how they plan to meet those responsibilities.

Actions to prevent unintentional discrimination against people with disabilities include the inclusion of a designated space on the conference registration form to allow delegates to document their accessibility requirements and ensuring that staff are aware of any roles they have been given specifically to assist people with disabilities.

The registration form will provide the opportunity for delegates to note specific access and/or dietary requirements.

To assist identification of access features to be considered when planning the conference please refer to the following checklist examples for event organisers Inclusive and Accessible Events on Campus and the Meetings and Events Association Accessible Events Guide (2006).

6 Paper management

6.1 Paper management system

In the interests of consistency across CAUTHE Conferences, the Scientific Committee will use the EventsAIR paper management system licenced and provided by CAUTHE. It will enable digitised, workflow-controlled authors and reviewers' identification, paper submission, paper reviewing, decision making and communications.

6.2 Call for papers

The call for papers should encourage all types of papers in the three general themes of tourism, hospitality and events. It should be published as soon as possible after the end of the preceding conference. The closing date for full papers is usually end-October and working papers by end-November. Authors need to be advised of the outcome of their submissions as soon as possible to expedite travel arrangements and registrations.

The call for papers should include submission guidelines for refereed (full papers) and non-refereed (working papers and abstracts) and formatting requirements such as word length and layout. Full-refereed papers should be double blind peer reviewed. Working papers should receive constructive and positive feedback but are not usually rejected. They should be checked for relevance, obvious errors, grammar and expression. Authors should be asked to explicitly identify their paper as a full or working paper.

The Scientific Committee should adhere to the principles of the CAUTHE Be Kind in communications with authors and reviewers.

6.3 Authorship

The call for papers and author guidelines should highlight the importance of authorship. To be named as an author, a researcher must have made a substantial scholarly contribution to the work and be able to take responsibility for at least that part of the work they contributed. For example, it is expected that where papers are co-authored by students and supervisors, both parties will have played a substantial role in the research, and both should be adequately prepared to answer questions from the conference audience. Authorship should be based on substantial contributions as outlined in the Australian Code for the Responsible Conduct of Research (2018) and the Royal Society of New Zealand Publishing policy for all journals.

6.4 Reviewers

The paper management system maintains a history of previous reviewers, including detail of their CAUTHE member status and their areas of interest. Whilst this information is readily accessible, the Scientific Committee is responsible for recruiting track chairs and reviewers.

7 Conference proceedings

The collation of papers into conference proceedings provides a valuable record of the conference and encourages attendance by academics. The publication of papers in formal conference proceedings, with papers being subjected to a double-blind peer review process, is a condition of attendance for many academics.

The paper management system publishes the proceedings in the approved format.

Papers presented at the conference, and included in the proceedings, normally comprise two streams. Full papers are subjected to a 'double blind' refereeing process i.e. anonymous papers are evaluated by two anonymous reviewers with expertise in areas relevant to the subject covered. Working papers (or extended abstracts) are subjected to a less rigorous reviewing process, such as single and/or in-house review by the Scientific Committee. This process is appropriate for this stream, the purpose of which is to provide researchers with an opportunity to obtain feedback from peers on work-in-progress papers.

The conference proceedings will be owned by CAUTHE, and authors are requested to assign copyright to CAUTHE. This facilitates central storage and management of papers for distribution following the conference.

There are three options for paper submission and copyright assignment include:

- Full paper – copyright and publication required, with option to have the abstract only published

- Working paper – copyright required (will still be refereed and must be presented), with option to have the abstract only published

- Abstract only – copyright assigned for publication of abstract only of full or working papers in the proceedings

Conference Convenors may choose to publish a separate 'Conference Handbook & Book of Abstracts'.

The Conference Management Team must consult with the CAUTHE Executive regarding any proposed additional publication of conference papers. A transfer of copyright agreement form is available from the CAUTHE Secretariat.

Conference proceedings are to be distributed in an indexed and searchable pdf format or other digital media. For Australian publications proceedings may use the ISBN(s) provided by the CAUTHE Secretariat.

8 Digital resources

The Conference Management Team will be responsible for managing the creation and distribution of any other digital resources such as conference recordings.

9　Promotion

The conference is well regarded and positioned internationally. The Conference Management Team should proactively promote the conference using appropriate distribution list e.g. TRINET and social media, including development of the promotion schedule, creation of posts and posting to various social media platforms. CAUTHE will assist in the promotion of the conference as requested by the Conference Management Team, including the CAUTHE website, weekly member news, past delegate lists and the bi-annual newsletter.

9.1　Conference website

The conference website will be hosted on the EventsAIR platform and will include a conference banner and logo, venue information, call for papers, registration, program, accommodation options, PhD/ECR workshop and contacts, and sponsors and partners pages or links as appropriate. The Conference Management Team should provide the Secretariat with the conference banner, logo and images (if any) by the end of the preceding conference. It is expected that all conference livery will prominently acknowledge CAUTHE (and display the logo and tag line) as the umbrella organisation. The CAUTHE logo can be obtained from the Secretariat on request. Sponsors and their livery may be included as appropriate.

9.2　Conference app

The EventsAIR system has a built-in conference app and which can be provided. Common features are a digital event agenda, one-to-one messaging, attendee profiles for networking research, speaker profiles, sponsor pages, and social media integrations.

9.3　Social media and photography

The Conference Management Team is responsible for managing social media and photography especially for the key activities including keynote presentations and social events. A release of materials declaration which seeks permission for the conference to take (use, publish, post) delegate photos (wording available from the Secretariat) should be included on the registration form.

9.4　Marketing embargo

As a matter of courtesy to the preceding conference, all marketing and promotional activities must be embargoed until the formal launch for the conference. The launch, usually accompanied by a promotional video, will take place during the closing ceremony of the preceding conference. The only exception of this embargo is the distribution of a promotional flyer at the closing ceremony or in the conference satchel (if provided).

10　Trade involvement

Several book publishers and organisations have been regular sponsors and are keen to promote their products and discuss book options with academics during coffee breaks and lunch. Publishers who have previously taken this opportunity include CABI, Channel View, Elsevier, Emerald, Goodfellow and Routledge. Contact the Secretariat for a full list of past sponsors.

11　Paper awards

Two major paper awards, **Best Full paper** and **Best PhD Paper** are granted at each CAUTHE conference. The Paper Management System has a reviewer template which

includes provision for referees to nominate papers in each award category. The Scientific Committee is responsible assembling the papers, which have been nominated for best paper during the review process. The papers (hopefully no more than 3-4) are given to 2-3 people from the Scientific committee (or their nominees) to separately read and rank. The chair of the Scientific Committee collates the results, and the winner is the one with the best rank. If there is a 'tie', those who reviewed the papers should debate the issue in private to arrive at a winner.

The chair of the Scientific committee is responsible for advising the CAUTHE Secretariat of the names and details of the recipients of the awards in the week preceding the conference so that certificates and frames can be organised.

The best poster (if awarded) will be judged during the poster session at the conference. CAUTHE will make provision for a certificate to be printed and framed on site. CAUTHE will provide and present the awards as framed certificates at the conference dinner.

11.1 The Philip Pearce award for Best full paper

The Philip Pearce Award for the Best full paper is open to all full papers submitted and accepted for the CAUTHE conference. This award is for refereed papers submitted to the Conference in full, by a date specified by that committee.

11.2 The Bill Faulkner memorial award for Best PhD paper

The Bill Faulkner Best PhD paper award was introduced at the 2003 CAUTHE conference to honour the memory and recognise the influence of the work of Professor Bill Faulkner. The best PhD paper must be a full-refereed paper with the student as the primary author and at most one co-author (usually the supervisor) allowed.

11.3 CAUTHE award for Best poster

The Scientific committee grants an award for the best poster if held.

11.4 CAUTHE Hospitality and Society award

The Scientific committee will be asked to identify relevant full hospitality papers for the Hospitality and Society Award in liaison with the Hospitality & Society Journal representative.

11.5 Additional awards

CAUTHE will facilitate the following awards:

- PhD and ECR Bursary awards (Chair, CAUTHE) (PhD/ECR workshop)
- Social media awards (Closing ceremony)
- Fellow awards for 'Outstanding Contribution to Tourism and Hospitality Education or Research' (Chair, Fellows) (Conference dinner)
- Journal of Hospitality and Tourism Management (JHTM) best reviewer and paper awards (Editor-in-Chief, JHTM) (Conference dinner)

To ensure the awards ceremony is kept to a manageable length, the Conference Management Team should liaise with the CAUTHE Executive regarding requests for additional awards.

12 Name badges

An important means of facilitating interaction between conference delegates is to provide clear name badges. Names should be printed in large font on both sides of the badge to allow ease of reading and be on adjustable strings or clips.

13 Other decisions

Among the many decisions which are crucial to the smooth operation of the conference are:

- Location and standard of conference facilities
- Sponsor targets
- Optional tour operator engagement

14 Reporting

14.1 Prior to the conference

The Convenor will provide an update of conference progress at the CAUTHE Mid-year meeting and AGM during the year prior to the conference. In addition, a member of the Conference Management Team is expected to represent the conference on the CAUTHE Executive committee for the two years prior to and following the conference. They should provide regular verbal reports to the CAUTHE Executive at the monthly meetings. This involvement facilitates continuity of processes and close liaison between CAUTHE and the Conference Management Team.

14.2 After the conference

The Conference Management Team should provide a full conference report to the Secretariat and next Conference Convener. This report should include the following information and be provided *within three months* of the conference:

- A full financial summary
- A full list of conference sponsors
- A full delegate list including institution and email addresses
- A full referee list

The report should also include any general comments from the Convenor and a summary of evaluation and feedback, and any initiatives introduced. The Convenor could also suggest means of improving future conferences. A template is available from the Secretariat.

15 Delegate survey

The conference report should provide the results of delegate survey, which should be distributed as soon as possible following the conclusion of the conference.

The questions in the delegates survey should address the following:

- Demographics (recognition of diversity in how people identify, ie, male, female, non-binary, other, choose not to say)
- Pre-conference management and organisation
- Conference registration and administration
- Keynote speakers, panel sessions and papers
- Social activities, entertainment and catering

- Best aspects of the conference
- Aspects which could be improved for future conferences
- Intention of delegates to attend the next CAUTHE Conference
- General comments

Appendix 1: Conference Management Team checklist

The Conference Management Team is expected to uphold the following activities:

• The conference will be held during the first two weeks of February
• The conference facilities are in an accessible destination, close to public transport, provide a range of accommodation types and, are accessible for delegates and partners with disabilities and/or restricted mobility
• Conference registration fees, and social events not included in the registration fee, are kept as reasonable as possible
• The website is live, and CAUTHE is provided with the conference banner, logo and images (if any), at the end of the preceding conference
• All keynotes and speakers are appropriate to and in line with CAUTHE's mission, CAUTHE Pledge, and the Conference theme, and are approved at recommendation of the Conference Convenor by the CAUTHE Executive. Keynote abstracts and talking points must be sighted and approved in advance by the CAUTHE Exec and the Conference Convenor. Keynotes and speakers can only be introduced at the Conference by a member of the Conference Management Team or CAUTHE Executive.
• The call for papers encourages papers in tourism and hospitality and events in teaching strategies, curriculum, and pedagogical research
• The full papers are double blind reviewed and working papers reviewed (at minimum) by the Scientific committee, and reviewers follow the CAUTHE Be Kind principles.
• The conference proceedings follow the publishing guidelines to meet the current publication requirements
• The registration form includes, in addition to facility for payment of registration fees and other conference activities, the option for collection of CAUTHE Associate and Student membership fees, and a link to the Membership portal as an option for direct payment to CAUTHE if preferred
• The conference format provides a combination of plenary sessions (focusing on the theme of the conference) and a series of concurrent (and if desired, poster) sessions for research papers
• The session chairs are briefed about conducting the concurrent sessions, in particular ensuring that they understand that on no account should the next scheduled speaker be brought forward to cover a time gap created by a cancelled or absent speaker
• There is allocated time for SIGs to meet during and/or soon after the conference
• The names on the badges are printed in large font with adjustable strings or clips or safety pins
• The names of winners of the awards are selected and forwarded to the Secretariat
• Time is allocated at the closing ceremony or conference dinner for the awards and new Fellow induction
• First time attendees are welcomed, and accessibility needs accommodated in an appropriate manner

• Regular reports are provided to the CAUTHE Executive at the monthly Executive meetings in the year leading up to the conference
• Three months after the conference, the CAUTHE Executive is provided with a conference report using the template available from the Secretariat.

Appendix 2: Terms of Reference and Tasks

An expression of interest (EOI) in the form of a letter of support is to be sent by a potential Conference Convenor outlining their desire to manage the conference. In developing an expression of interest and bid to convene a conference, potential convenors must comply with the Conference Bid Guidelines and Manual.

A Conference Bid Template document outlining the management of the conference will be provided to the CAUTHE Executive on the template (Appendix 3), ideally up to two years in advance of the conference.

In preparing an EOI, the potential **Conference Convenor** will identify a suitable conference venue and ensure that the venue:

- has a collegiate and approachable manager(s) with whom CAUTHE, the Conference Management Team and the PCO can work.
- has a labour pool as needed to support the staging of the conference.
- venue hire is within approved CAUTHE conference budget.
- has a sufficiently large plenary space for all delegates to attend the opening and closing and awards ceremonies as well as the great debate.
- has sufficient breakout rooms to execute the conference program in three days, especially:
  o concurrent sessions as envisaged
  o PhD/ECR (annual) and MCA (biennial) workshops and annual SIG meetings
  o CAUTHE AGM and Meeting of Directors
  o Journal Board Meeting.
- has sufficient open space for:
  o registration desk
  o trade delegations
  o networking and hospitality through the day (especially lunch)
- has sufficient digital technologies (especially projection) to support all activities.
- has easy access to a range of:
  o affordable accommodation facilities suitable for all delegates.
  o affordable venues for after-hours hospitality.
  o affordable and appropriate themed activities and entertainment as needed.
  o suitable, affordable and appropriately themed venues for the gala dinner/celebration.

All of this must be assured as part of the EOI. If the Conference Convenor wishes to provide their home campus 'in kind, then that can be comprehensively acknowledged by way of a specific 'venue sponsorship'. The same can be offered to commercial venues who wish to offer 'mates rates'.

In preparing an EOI, the **Scientific Committee** must ensure that the conference:

- is interesting, engaging and marketable, especially in terms of:
  o theme and sub-themes
  o program both in content and structure
  o keynote and leading speakers and panellists
  o great debate (although this does not have to be settled and published at bid time)
- has sufficient, capable and available chair, track chairs, and reviewers to review all the papers to an appropriate standard in an appropriately collegiate manner, especially regarding CAUTHE's 'Be Kind' campaign.

- has sufficient 'session chairs' to facilitate all breakout sessions.
- identifies all relevant award winners in a timely manner.

It may be that the keynote speaker(s) will need financial assistance (including travel, accommodation, meals, personal assistance, or other arrangements) to attend the conference. These costs must be budgeted as part of the bid document but cannot be promised to the speaker until the bid is secured.

The Paper Management System is maintained by the CMT, but the Scientific Committee will appoint the Chair, Track Chairs and Reviewers to operate the system. Appropriate training and ongoing support will be provided to these colleagues.

The **Conference Management Team** will:

- work closely with the PCO to address all operational aspects of the conference, including:
  - seek seed funding where possible from host institution.
  - project plan and budget are in place and followed.
  - venue and attendant services are secured and organised as required.
  - theme and livery are settled and rolled out across all media and communications.
  - the conference is assertively marketed through all appropriate channels.
  - the conference's social media presence and posting schedule is developed and executed.
  - approach past and potential sponsors directly and make efforts to attract local sponsors through existing relationships.
  - develop sponsorship package and promote through all appropriate channels
  - website is on theme and fully functional by end-July.
  - paper management system is fully functional and colleagues provided access by end-August.
  - registration system and conference app are fully functional by end-September.
  - PCO on site conference venue support is organised
    - labour pool are trained as needed
    - session chairs are trained as needed.
- work closely with the *PCO* to ensure the smooth in situ staging of the conference, including spaces, equipment and facilities, catering, labour pool and so on.
- work closely with the *Scientific Committee* and *PCO* to ensure that:
  - the conference theme is reflected in all materials.
  - the conference is programmed as required.
  - all keynotes and speakers are appropriate to and in line with CAUTHE's mission, CAUTHE Pledge, and the Conference theme, and are approved in advance by the CAUTHE Executive. Keynote abstracts and talking points must be sighted and approved by the CAUTHE Exec and the Conference Convenor in advance. Keynotes and panels can only be introduced by a member of the Conference Management Team or CAUTHE Executive.
  - the papers are managed in a timely, efficient and collegiate manner, in line with the CAUTHE Be Kind principles.
  - the conference is well promoted.
- work closely with the *CAUTHE Executive* to ensure that the conference is delivered as specified by the:
  - Scientific Committee EOI.

- o Conference budget and project plan.
- work closely with the *Secretariat* to ensure that:
  - o membership discounts are properly addressed in the registration system.
  - o awardees, Fellows and their certificates are identified, prepared and scheduled for presentation and presentation slides prepared for the award ceremony/ies.

The **CAUTHE Executive**, having high level oversight, will protect and promote CAUTHE's interests and members:

- appoint the PCO including entering into a Service agreement with an Event Brief and approved Budget.
- receive and assess the EOIs and appoint by the relevant Executive Committee meeting:
  - o Scientific Committee,
  - o Leader of the Conference Management Team.
- oversee the work of the *Conference Management Team* for expenditure above the agreed threshold identified in the Agreement, or where not addressed in, the approved Budget preparation for the conference by way of regular reports and meetings.
- keep the *Executive* appraised of the:
  - o preparations for the conference,
  - o the running of the conference,
  - o the wrap of up the conference.

Iterations and Decision Making

There is a high level of interplay between some of the key decisions and the execution of the CAUTHE Conference and its outcomes. There are some well-established axioms.

- Conference registrations drives membership. Well attended conferences result in significant increases in membership (being CAUTHE's most profitable activity).
- Accepting a paper can drive registrations but accepting a poor paper can lower standards which can negatively impact perceptions of the current conference and registrations of future conferences.
- On campus venues tend to be cheaper than commercial venues.
- Off-site activities, such as the gala dinner in a remote location, require organised transport which can be logistically challenging and expensive.
- Outstanding, publicly renowned keynote speakers and panellists can drive registrations, but can be expensive to appoint.
- The presence of conference satchels, name tags and other livery can give rise to complaints about sustainability, but their absence can also give rise to complaints about lack of information.
- The gala dinner tends to have a hierarchy of values, in terms of quality:
  - o food: meeting dietary requirements; quality, quantity and variety.
  - o accessibility: including wheelchair access and transport, if needed.
  - o opportunities for networking and socialising.
  - o entertainment: music and space for dancing.
  - o drink: provision of alcohol (appropriate and responsible service of).
  - o venue: especially in terms of capacity, comfort, ambience, and aesthetics.

Appendix 3: Conference Bid Template

The following checklist contains information which the Conference Convenors should include in the formal bid to host a conference.

[*insert your institutional logo*]

Date

[*insert date*]

To

The Chair, Council for Australasian Tourism and Hospitality Education (CAUTHE)

Proposal

[*insert name of your institution*], [*insert department name*] would like to formally bid to host a **CAUTHE Conference** in accordance with the Conference Bid Guidelines and Manual.

Outline

1.	**Conference Dates, Location and Venue**
	List proposed conference location (city), venue (institution or offsite), year and dates (normally during the first two weeks of February), social event venues. Please provide an alternative secondary year that the conference could be held, as back up. Conference facilities/venues must be accessible, and close to public transport and a variety of accommodation options.
2.	**Conference Theme**
	Provide a proposed conference theme, and brief explanation of the rationale underlying the theme and its relevance to CAUTHE and its mission/values.
3.	**Conference Program**
	Include a high-level outline of the conference program days. (e.g. keynote addresses, panels and concurrent sessions, CAUTHE meetings and workshops, SIG streams and social events)
4.	**Budget**
	Indicate potential delegate registration fees and social function costs and a budget for key income items e.g. sponsorship, in-kind support, expenses including venue, AV and catering.
5.	**Conference Management and Support**
	Note CAUTHE has moved to a model whereby CAUTHE oversees the conference and budget but delegates the event's organisation to a conference host. CAUTHE supports the PCO, conference website, registration interface and central digital support in paper management via Events Air. However, please indicate your institutional or departmental support for the conference, where appropriate.

6.	**Timeline and Milestones**
	Include a brief timeline outlining a call for papers, deadlines for paper submission, registration (including early bird deadline)
7.	**Convenor/s and Organising Committees**
	Outline Conference Convenor/s, and who the Conference Organising, Scientific and PhD/ECR/MCA workshop committees might comprise, and any prior experience with CAUTHE conferences.
8.	**CAUTHE Workshops**
	CAUTHE Workshops are an important part of the conference. Outline plans regarding organisation of the PhD and ECR workshop and the biannual MCA workshop (held on 'even' years).
9.	**Diversity, Inclusion and Access**
	It is important to consider gender equity, cultural appropriateness, diversity in speakers, keynotes and conference work/tasks, family inclusiveness, and accessibility requirements for people with a disability. Conference must align with principles of the CAUTHE Be Kind campaign, and the CAUTHE Pledge.
10.	**Accommodation**
	Explain potential accommodation options to provide a range of accommodation types.
11.	**Sustainability**
	Include consideration of the environmental impacts of the conference, particularly regarding the sustainable use of resources