2019 ICHRIE Call for Symposiums

Symposium Track Submission Guidelines
Academics and researchers in tourism and hospitality are invited to submit symposium submissions to the 2019 ANNUAL ICHRIE CONFERENCE SYMPOSIUM TRACK

The Symposium Track is a multi-dimensional channel for ICHRIE members to share a wide variety of industry and educational knowledge and experience. This channel is used to contribute to the profession's body of knowledge through the sharing of unique and timely information about hospitality and tourism research and education. All submissions are reviewed and evaluated by a team of your peers. The evaluation process is not a blind review process because of the nature of the Symposium Track. Symposium tracks encompass four (4) different categories:

> Panels
> Roundtable discussions
> Symposium presentations
> Workshops

Symposium guidelines:
Submissions must not exceed 2 pages, double spaced, abstracts must not exceed 100 words, submissions must be original work and speakers may participate in up to three (3) refereed presentations and up to three (3) symposium tracks or an unlimited number of poster presentations. The authors are encouraged to incorporate the conference theme in their proposals. In addition, please follow the appropriate specific requirements for the various types of symposium submissions:

Panel Discussions:
Panels are designed for larger group presentations and discussions of a hospitality or educational topic of general interest. Proposal sponsors select the theme and enlist several panel members to act as primary discussants. A common format is to first have panel members discuss or debate the topic. This formal period is often followed by a period of participation by audience members. Panels are scheduled throughout the conference program. To ensure constructive proposals, each panel member's participation must be committed at the time of proposal submission. The names of panel members, along with their expertise and role to accomplish the proposal objectives along with an email or written commitment must be included from all panel members to participate in the discussions. A list of 2-3 clearly stated discussion questions to encourage participation among the audience and these must be integrated within the main text of the proposal.

Roundtable Discussions
Roundtables create opportunities for small groups to engage in discussion about a particular hospitality or educational topic. Proposal sponsors lead the discussion, perhaps with an initial presentation, but the majority of each session should be an open discussion among the participants. Generally these sessions consist of 6-12 people and are held at large, round conference tables. The proposal must

include a list of 2-3 clearly stated discussion questions to encourage participation among the audience. Please note that several roundtable discussions may happen simultaneously in the same, large room, so formal presentations using slides and/or other support media are not possible.

Symposium Presentations:
Symposium presentations are formal presentations of a hospitality or tourism topic and are typically conducted in presentation format and these are used generally to report interesting initial findings from a research project. Since these sessions are not blind-reviewed, they are not designed for complete research projects. Proposals of an empirical or theoretical nature should be submitted to the Refereed Track. Symposium presentations are held as scheduled sessions throughout the conference. A symposium may only be submitted once per year and should be new content, but follow up symposiums that build on a previous year's symposium topic is acceptable if it builds on the previous presentations.

Workshops
Workshops are designed to be interactive sessions where participants engage in learning and other growth activities. These sessions focus on distinct teaching or research topic or technique. Audience members expect to be actively engage during the session. Lecture formats are not appropriate for workshops. Workshops are ½ hour programs that are interactive and meet the criteria described in the following paragraphs. Workshops are divided into two categories: Practice of Teaching and Practice of Research.

> Practice of Teaching
> The goal of the practice of teaching workshops is to provide practical lessons and teaching modules that faculty can use in their respective classrooms or programs. These workshop presenters will share best teaching practices, innovative teaching lessons and or examples from their classroom. All workshops should include handouts or "takeaways" attendees may apply to their teaching. The goal is for attendees to leave each session with new ideas that they can apply immediately in their classroom and at their university or school.

> Practice of Research
> The goal of the practice of research workshops is to provide examples of research. This can include but is not limited to workshops on research methods, theories, explanations of a statistical tool, and lessons on writing research, submitting work to journals or other research related topics. Workshops will present modules that faculty can use to expand and improve upon their research and scholarly agenda. The workshop presenters will share best research practices, innovative research methods and or examples from their scholarly work. All workshops include "takeaways" that attendees may apply to their research. The goal is for attendees to leave each session with new ideas that they can apply immediately in their research and scholarly work.

All Submissions must:
> Be submitted electronically through the ICHRIE website and the EasyChair submission platform using designated forms for Symposium submissions.
> Be submitted by 20 January 2019, <6:59pm ET (or <11:59pm GMT/UTC).
> Have the order and names of authors listed on the original submission. Once submitted, no alterations to this information, including indication of the lead author's name, may be made.

General criteria and their associated weights used for evaluation and selection of the submissions are as follows:

Evaluation Criteria Scoring AND Weight

What is the relevance and significance of the proposal to our fields? 30%

Does the proposal contribute to conceptual understanding or industry, research or teaching discussions? 30%

Does the proposal include clearly stated objective(s)? 15%

Is there demonstrated knowledge of the subject matter through a relevant literature or conceptual review? 15%

Does the proposal follow the recommended submission guidelines? 10%

Other important information:

Sales pitches for products or services disguised as proposals will not be considered.

All presenters are required to indicate their agreement to participate prior to submission.

All Presenters are expected to participate in the review process.

ICHRIE will correspond with the lead (primary) author only. Co-presenters should not contact ICHRIE.

It is the primary author's responsibility to notify all co-presenters regarding the status of the submission as well as to notify ICHRIE of any change in lead author contact information.

ICHRIE will use the contact information provided with the original submission; it is the lead author's responsibility to notify ICHRIE of any change in contact information.

Notices of review decisions will be sent to the lead authors no later than the first week of April 2019.

Presentations will be scheduled throughout the ICHRIE Conference and information regarding the slated time will be sent by mid-April 2019. Please be prepared to appear on any day of the conference once your submission is accepted.

The lead author (or at least one of the submitted co-authors in the case of multiple authors) is required to register for the 2019 ICHRIE Conference for the full conference or for a one-day conference registration before 15 May 2019 in order for the Symposium to be included in the Conference Program.