

West Federation CHRIE Regional Conference

February 6-8, 2020

Pomona, California

CALL FOR PROPOSALS

West Federation CHRIE invites scholars and students to submit papers and presentations for the 2020 Regional Conference. The conference is sponsored by the Collins College of Hospitality Management (The Collins College) at California State Polytechnic University, Pomona (Cal Poly Pomona) and will be held in Pomona, California Thursday, February 6 (evening reception) to Saturday, February 8 (3:00 pm).

Below you will find the call for proposals, along with conference registration and hotel information. For more information, visit www.wfchrie.com.

CALL FOR PROPOSALS

1. **Proposals are due by 10 pm (Pacific), TUESDAY, October 15, 2019.** Acceptance notices will be sent by Monday, November 11, 2019. All proposals will be double blind reviewed.
2. Each proposal must be in one of two tracks: 1) Education/Teaching/Pedagogy; or 2) Applied Research. You will specify the track when you submit the proposal.
3. All proposals are submitted through Easy Chair at the following link:
<https://easychair.org/conferences/?conf=wfchrie2020>
4. There are four categories of submissions. Please specify type of submission when submitting to Easy Chair:
 - (1) 20-minute stand-up presentation – Standard conference presentation featuring completed empirical research.
 - (2) 50-minute panel/round-table discussion/workshop/symposium - The 50-minute panel/discussion/workshops should focus on a particular problem, challenge, or idea (in pedagogy or empirical research). It should not be used to present completed research or promote specific products.
 - (3) 10- minute stand-up “speed” presentation - Presentation focused on empirical research in progress or summaries of research. Presenters should spend 5 minutes

or less discussing their project without a formal slide presentation. This allow more time for discussion and feedback.

(4) Poster presentation – Posters should feature empirical research in process or just completed. There will be one session for posters at the conference. For display, posters should be 48” X 36”.

5. Each submission should include:

One Document – Including Title and Abstract but no Author Names or Affiliation (those are submitted separately in Easy Chair). The document must be submitted in a .doc or .docx format.

The document should meet these criteria:

- No more than 4 pages, including title, abstract (up to 100 words), main body, figures, tables, and references
- Main body must be 1000 words or less for categories 1 and 2 above and 800 words or less for categories 3 and 4 above. The word count does not include figures, tables, and references
- Use 12 point, Times New Roman font, and single-spaced.
- Margins should be 1-inch on sides, 1-inch on top and bottom.

Any submission not following the guidelines is subject to desk rejection. **Please use the submission template in the Appendix to prepare your submission.**

6. Participants are limited to a maximum of 2 single-presenter proposals, or 3 total proposals if they are also participating in a panel presentation/workshop/etc.
7. All authors are encouraged to assist with the review process. There will be a question in EasyChair to ask if you are willing to do so.
8. Four awards will be presented at the conference: 1) Best Proposal for a 20-minute presentation in the Education/Teaching/Pedagogy Track, 2) Best Proposal for a 20-minute presentation in the Applied Research Track, 3) Most Innovative Proposal in Any Track, and 4) Best Proposal Reviewer. All winners will receive \$150 and a certificate.
9. Presentation rooms will include a screen with projector or monitor and computer with internet access. You do not need to bring your own laptop. Please bring your presentation on a thumb drive. *Bring an appropriate converter for HDMI/VGA output if you do want to use your own laptop).*
10. This conference is open to original work, work in progress and work presented at other conferences or previously published. However, work that has been submitted or presented elsewhere will not be published in the conference proceedings.

11. Conference Proceedings will be published following the conference. When you log in to Easy Chair you have options to either include or not include your submission in the conference proceedings. Authors wishing to publish in the conference proceedings will need to resubmit using a required template that will be sent at that time. That template will contain the author(s)' contact information, but not references, tables, and figures. Revisions should be made based on the reviewers' feedback. It will be desk-reviewed by the proceedings editors. Only original, unpublished works will be eligible for publication in the proceedings.

12. At least one author must register for the conference and present at the conference.

REGISTRATION

Conference registration is available at this link:

<http://buytickets.at/thecollinscollege/293563>

Registration Categories	Early Bird Rate on or before January 6, 2020	Regular Registration after January 6, 2020
Full-time faculty/industry, ICHRIE Member	\$189	\$229
Full-time faculty/industry, Non-ICHRIE Member	\$229	\$269
ICHRIE Member adjunct faculty, secondary school instructors, retired, unaffiliated	\$129	\$149
Non-ICHRIE Member adjunct faculty, secondary school instructors, retired, unaffiliated	\$159	\$179
Student ICHRIE Member registration	\$119	\$139
Student Non-ICHRIE Member registration	\$159	\$179

ACCOMMODATIONS

During the conference, we welcome you to stay at *DoubleTree by Hilton Pomona* OR *La Quinta by Wyndham*.

- To make reservations at **DoubleTree by Hilton**, please use this link: <http://bit.ly/CHRIEDOUBLETREE>
- To make reservations at **La Quinta by Wyndham**, please use this link: <http://bit.ly/CHRIELAQUINTA>

Both hotels are located directly across from each other and conveniently just minutes from The Collins College at Cal Poly Pomona. The closest airport is [Ontario International Airport](#) (ONT, [16 miles away](#)). Other airports are [Los Angeles International Airport](#) (LAX, 43 miles away) and [John Wayne Airport](#) (SNA, 31 miles away).

CONFERENCE DETAILS

All attendees should plan to arrive in time for the conference welcome reception from 5:00 – 8:00 pm on Thursday, February 6, or at least in time for the opening session at 8:00 am on Friday, February 7. The conference will end at 3:00 pm on Saturday, February 8. Breakfast and lunch are included on Friday and Saturday. All sessions will be held at The Collins College of Hospitality Management.

The registration fee also includes transportation for a fun night out organized by the host committee. This includes shuttles to and from Downtown Disney in Anaheim on Friday evening. There will be a separate fee and reservation needed for an optional dinner at Ralph Brennan's Jazz Kitchen, located in Downtown Disney.

If you have questions about the conference or the call for proposals, please contact Jean Hertzman (jhertzma@nmsu.edu).

APPENDIX: SUBMISSION GUIDELINES

Note: Poster sessions, topical seminars and in-progress works are reviewed similarly to completed empirical works. Although all proposals follow a format typical to empirical work, authors may indicate their level of completion to date and should use traditional formatting as follows:

TITLE OF THE PROPOSAL: (LEFT ALIGNED)

ABSTRACT (LEFT ALIGNED)

Abstract up to 100 words – that describes your proposal. Indent the first sentences of each paragraph. If multiple paragraphs are used, single space between and within each paragraph. Do not number the pages. The pages are numbered by the editor in the conference proceedings. *For topical seminars, the abstract should indicate how session participants are engaged and key outcomes of the seminar.*

Key Words: (left aligned, no Indentation) Include a list of no more than 6 keywords.

INTRODUCTION (left aligned, no Indentation)

The main document should be no more than 4 pages, including title, abstract, main body of the proposal, and figures, tables, and references. The main body must be no longer than 1000 words for 20-minute stand-up presentations and 50-minute panel/round-table discussion/workshop/symposium presentations and no longer than 800 words for 10-minute speed presentations and posters. Describe your work in 12-point, Times New Roman font, and single-spaced. Margins should be 1-inch on sides, 1-inch on top and bottom.

TABLES AND FIGURES (if appropriate to session type)

Tables and figures should appear at the end of the text. They are not included in the word count, but along with references are part of the 4 page total. Tables and figures should be numbered sequentially (e.g. Table 1, Table 2, Table 3, etc.), and should bear titles which explain their content.

REFERENCES

References must be listed immediately following the main text of the proposal. Use APA style, alphabetize by author. See examples below:

- Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.
- Davis, F. (1989). Perceived usefulness, perceived ease of use, and user acceptance of information technology. *MIS Quarterly*, 13 (3), 319-340.
- Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.