Style Guide for Submission of Symposium Proposals to the Conference Host of European Council on Hotel, Restaurant & Institutional Education

The Symposium format is a multi-dimensional channel for EMEA CHRIE members to share a wide variety of industry and educational knowledge and experience. This format 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. Symposiums can be organized either as a 1,5hour session or a 3hour session as part of the conference programme. Please include the needed timeslot in the proposal. The type of session is subject to the organizer and can encompass, but are not limited to, four (4) different categories:

- Panels
- Roundtable discussions
- Symposium presentations
- Workshops

The proposal needs to be submitted to the conference organizer before the deadline communicated via the conference website, to be considered for the conference programme and should entail the following aspects:

1) Background and relevance of the topic to the conference
2) Objective of the symposium
3) Contact details and affiliations of organizer(s)
4) Contributors to the symposium
5) Needed timeslot (1,5hours / 3hours)
6) Type of session (see potential formats below)

Below are suggested formats for the various types of symposium proposals:

Panel Discussions
Panels are designed for larger group presentations and discussions of a hospitality or educational topic of general interest. Symposium organizers 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. Panel discussion normally takes 1.5hour.

Roundtable Discussions
Roundtables create opportunities for small groups to engage in discussion about a particular hospitality or educational topic. Symposium organizers 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 could be unsuitable. Roundtable discussion normally takes 1.5hour.

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. Symposium presentations of 4 to 5 contributors with 1 moderator normally takes 1.5hour.

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 topics or techniques. Audience members expect to be actively engaged during the session. Lecture formats are not appropriate for workshops. Workshops 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 Teaching can take up to 3 hours if 1.5hour is not sufficient.

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. Practice of Research can take up to 3 hours if 1.5hour is not sufficient.

General criteria used for evaluation and selection of symposium proposals are as follows:

Evaluation Criteria

- What is the relevance and significance of the proposal to our fields?
- Does the proposal contribute to conceptual understanding or industry, research or teaching discussions?
- Does the proposal include clearly stated objective(s)?
- Is there demonstrated knowledge of the subject matter through a relevant literature or conceptual review?
- Does the proposal follow the recommended guidelines?

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 submitting symposium proposals.
- All presenters in the symposium are expected to participate in the review process, if applicable.
- EuroCHRIE conference host will correspond with the organizer of the symposium only. Co-presenters should not contact EuroCHRIE.
- It is the symposium organizer's responsibility to notify all co-presenters regarding the status of the symposium as well as to notify EuroCHRIE conference host of any change in the organization of the symposium.
- EuroCHRIE will use the contact information provided with the symposium proposal; it is the organizer's responsibility to notify EuroCHRIE of any change in contact information.
- All symposium contributors (or at least one of the submitted co-authors in the case of multiple authors of papers) are required to register for the EuroCHRIE Conference for the full conference or for a one-day conference registration in order for the Symposium to be included in the Conference Program.

On behalf of the EMEA CHRIE Director of Conferences, we look forward to receiving and considering your symposium proposals.