West Federation CHRIE Regional Conference

February 6-8, 2019
Sonoma, California

CALL FOR PROPOSALS

We are gearing up for the next WF CHRIE Regional Conference! The conference is sponsored by California State University, East Bay and will be held at the Lodge at Sonoma Renaissance Resort and Spa in Sonoma, California.

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 5pm (Pacific), September 21st, 2018.** Acceptance notices will be sent by October 21, 2018, PT. 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. **A best proposal award (with $250 prize) is given for each track.**

3. All proposals are submitted through Easy Chair at the following link: https://easychair.org/conferences/?conf=wfchrie2019. Please select a track when you submit the title page and proposal in Word format (.doc or .docx).

4. There are 4 types of submissions. Please specify which type of your submission is when submitting to Easy Chair:
   (1) 20-minute stand-up presentation;
   (2) 10 minute stand-up "speed" presentation;
   (3) 50-minute panel/round-table discussion/workshop/symposium; or
   (4) Poster presentation.

   The stand-up presentations (10- or 20-minutes) are focused on empirical research. The "speed" presentations focus on research in progress or summaries of research and allow more time for discussion and feedback.

The 50-minute panel/discussion/workshops should focus on a particular problem, challenge, or idea (in pedagogy or empirical research) and should not be used to present original research.

5. Each submission should include two documents:
   (1) Title page: The title, author names and affiliation;
   (2) Main Document

   The main document should meet these criteria:
   - No more than 4 pages, including title, abstract (up to 75 words), and main body
   - Main body must be between 500 and 900 words), including 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. Presentation rooms will include a screen with projector or monitor and computer, so working from a thumb drive is possible. Presenters may use the host laptop or bring their own *(bring appropriate converter for HDMI/VGA output).*

8. 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.

9. Conference Proceedings will be published following the conference. Authors wishing to publish in the conference proceedings will be given the opportunity to revise their submission based on reviewer comments. A second round of reviews will be conducted prior to acceptance in the conference proceedings. Only original, unpublished works will be eligible for publication in the proceedings.

10. 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/westchrie/187240).

Registration Categories	Early Bird Rate on or before January 9, 2019	Regular Registration after January 9, 2019
Full-time faculty/industry, ICHRIE member	$229	$259
Full-time faculty/Industry, Non-ICHRIE Member	$259	$289
ICHRIE Member adjunct faculty, secondary school instructors, retired, unaffiliated	$149	$169
Non-ICHRIE Member adjunct faculty, secondary school instructors, retired, unaffiliated	$179	$199
Student ICHRIE Member registration	$149	$179
Student Non-ICHRIE Member registration	$169	$199

ACCOMMODATIONS

The conference is hosted by [The Lodge at Sonoma Renaissance Resort & Spa.](#) This luxury hotel is located in Sonoma, California, in the heart of Sonoma Wine Country. It is one mile from downtown Sonoma, with its restaurants, wineries, and shops. The conference hotel rate is a **$219** plus tax and discounted resort fee of $16. The rate includes enhanced guestroom WiFi, daily bottled water, daily sangria & dessert, nightly wine tasting, and transportation to Sonoma Plaza. Guestroom availability may be limited on Friday evening.

To make a reservation, please use this link: [West Federation CHRIE 2019 Conference – room reservation.](#)

The closest airport is Charles M. Schultz-Sonoma County Airport (STS), served by Alaska, American, & United. Other airports are San Francisco (SFO , 65 miles away); Oakland (OAK, 57 miles away); and Sacramento (SMF, 72 miles away).

CONFERENCE DETAILS

All attendees should plan to arrive in time for the conference opening session at 8:30am on Thursday, February 7, 2019. The conference will end at 3:00pm on Friday. Breakfast and lunch are included on Thursday and Friday.

There will be informal social activities on Wednesday evening prior to the conference. There will be opportunities to dine out as a group on Thursday evening and on-your-own dining groups for those who are staying over Friday evening.

If you have questions about the conference or the call for proposals, please contact Matthew Stone (mjstone@csuchico.edu).

Call for Proposals: 2019 WFCHRIE Regional Conference

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 strengthen the rigor of their topical seminar or poster by enhancing their proposal with traditional formatting as follows:

<div align="center">

TITLE PAGE
(on a single page, separate from Main Document)

</div>

TITLE OF THE PROPOSAL (RIGHT ALIGNED)

John Smith
Department Name
School (Company) Name

and

Jane Smith
Department Name
School (Company) Name

MAIN DOCUMENT
(separate from title page)

TITLE OF THE PROPOSAL: (LEFT ALIGNED)

ABSTRACT (LEFT ALIGNED with Indentation on a page by itself)

Abstract up to 75 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. The title page is on its OWN page, separate from the main document (including abstract, main body of the proposal, references, figures and tables).

The four-page limit refers to the main document, not the title page.

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 (with a minimum of 500 words and not exceeding 900 words), figures, tables, and references. 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 must appear within the text (not at the end of the text). 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.