



## West CHRIE Regional Conference “Hospitality Stronger, Together” February 18-20, 2021 Virtual

### CALL FOR PROPOSALS

West Federation CHRIE is excited to host another meaningful conference for its sponsors, members, and colleagues. This time, we are going virtual! WFCHRIE invites scholars and students to submit papers and presentations for the 2021 Regional Conference. The virtual conference is hosted by Northern Arizona University and will be held on February 18-20, 2021. Below you will find the call for proposals, along with conference registration. For more information, visit [www.wfchrie.com](http://www.wfchrie.com).

#### CALL FOR PROPOSALS

1. The conference is accepting 4 types of submissions this year. Each submission must be in one of two tracks: 1) Education/Teaching/Pedagogy; or 2) Applied Research. Please specify your track (see below) when submitting to Easy Chair.
  - a. **10 minute stand-up presentation focused on completed research.** WFCHRIE’s traditional 20 minute stand-up presentation is now a 10-minute stand-up presentation (plus time for Q&A) to accommodate this year’s virtual conference platform.
  - b. **10 minute stand-up “speed” presentation focused on research in progress or summaries of research.** Similar to previous 10-minute speed presentations (includes time for Q&A), presenters will have opportunities to share their research in progress. Focus will be on stimulating discussions and receiving feedback.
  - c. **Poster presentation.**
  - d. **10 minute undergraduate research presentation under the supervision of their professor(s).** This is a new track for WFCHRIE! Undergraduate research presentations will be conducted during the “**undergraduate research competition**” session. We are accepting completed research and research in progress for this new track. There will be separate awards for the winners of this competition!

**AWARDS:** There will be a Best Paper award for each track. We will also present a Best Reviewer award.

2. **Submission deadline is October 30th.** All proposals are subject to a double blind review. Authors will be notified of their acceptance status by November 27th.

**Note:** The submission deadline for the undergraduate research competition papers has been extended to December 15<sup>th</sup>.

3. All proposals are submitted through Easy Chair at the following link: <https://easychair.org/conferences/?conf=wfchrie2021> Please select a track when you submit the title page and proposal in Word format (.doc or .docx).
4. Each submission should include the following two documents:
  - a. A title page including title, author name(s), and affiliation(s); and
  - b. A main document, your proposal, that meets the following criteria:
    - i. No more than 4 pages, including title, abstract (up to 75 words), and main body
    - ii. Main body must be between 500 and 900 words, including figures, tables, and references
    - iii. Use 12 point, Times New Roman font, and single-spaced.
    - iv. 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.**

5. 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.
6. All presentations will be hosted on a **virtual platform**. All sessions will be conducted live (synchronously) to enable conversations and Q&A, in real time. Once the acceptance status is notified and registration is complete, presenters will be given links to attend the virtual conference.
7. 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.
8. Conference Proceedings will be published following the conference. When you log in to EasyChair you have options to either include or not include your submission in the conference proceedings. 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.

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

## **REGISTRATION**

Conference registration is available at this link. <https://www.wfchrie.com/2021-wf-chrie-conference>

Registration fees are low. \$10 for undergraduate students and \$49 for all others. Please visit our conference website above for more details.

**Note:** The registration fees for undergraduates has been reduced from \$25 to \$10.

## **CONFERENCE DETAILS**

All attendees should plan to attend the conference in Mountain Time. The conference will begin on Thursday, February 18, 2pm MT. The last session will end at 4pm MT on Saturday, February 20. Set aside time to attend the conference virtually just as you would when attending in person. A detailed agenda will be provided soon. If you have questions about the conference or the call for proposals, please contact Sandra Ponting at [sandra.ponting@sdsu.edu](mailto:sandra.ponting@sdsu.edu).

## **APPENDIX: SUBMISSION GUIDELINES**

Note: Poster sessions 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 poster by enhancing their proposal with traditional formatting as follows:

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

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 (7<sup>th</sup> edition), 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.