



SCHOOL OF
HOSPITALITY



2024 West Federation CHRIE Regional Conference

Hosted by Metropolitan State University of Denver

February 1-3, 2024

CALL FOR PROPOSALS

West Federation CHRIE is excited to host another meaningful conference for its members, colleagues, and sponsors! WFCHRIE invites scholars and students to submit papers and presentations for the 2024 Regional Conference which will be held on **February 1-3, 2024**, in Denver, Colorado and hosted by the **School of Hospitality at the Metropolitan State University of Denver**. Below you will find the call for proposals, along with information about conference registration.

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. **20-minute stand-up presentation focused on completed research.** The 20-minute stand-up presentation (including time for Q&A) allows authors to present their completed studies.
 - b. **15-minute stand-up “speed” presentation focused on research in progress or summaries of research.** The 15-minute speed presentation (includes time for Q&A) allows presenters to share their research in progress. The focus will be on stimulating discussions and receiving feedback.
 - c. **Poster presentation.** Authors can also choose to submit poster presentations to share their research ideas and receive feedback.
 - d. **50-minute roundtable/seminar/workshop.** The 50-minute roundtable/seminar/workshop welcomes scholars to propose engaging activities. The topics are open, and do not have to be research-related. It could be a group of scholars discussing themes/issues of general scholarly interest, or practical events containing collective research or teaching activities, guided interactions, and free-format exchanges leading to specific public outputs.
2. **Submission deadline is November 26, 2023**, with no extensions. All proposals are subject to a double-blind review, and authors will be notified of the decision by December 17.

3. Proposal submission link: <https://easychair.org/conferences/?conf=wfchrie2024>
4. Each submission should include the following two documents:
 - a. A title page including title, author name(s), and affiliation(s); and,
 - b. An ANONYMOUS main document (i.e., your proposal) that meets the following criteria:
 - i. Include title, abstract (up to 75 words), and main body
 - ii. Main body must be between 500 and 1000 words. This excludes abstract, key words, figures, tables, and references.
 - iii. Please include a **word count** before your list of references.
 - iv. Use 12 point, Times New Roman font, and single-spaced.
 - v. Margins should be 1-inch on all sides.

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

5. Conference Proceedings will be published following the conference.
6. At least one author must register for the conference and present at the conference.

REGISTRATION

Type	Members	Non-members	Deadline
Early Bird Registration	\$229	\$249	December 22, 2023
Regular Registration	\$249	\$269	January 8, 2024
Graduate Student Registration	\$149	-	January 8, 2024
Undergraduate Student Registration	\$49	-	January 8, 2024

CONFERENCE DETAILS

A detailed agenda will be provided before the conference. If you have questions about the conference call for proposals, please contact us at info@wfchrie.org

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).

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 includes title, abstract, main body of the proposal (with a minimum of 500 words and not exceeding 1000 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 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.

WORD COUNT (excluding abstract, key words, figures, tables and references):

REFERENCES

References must be listed immediately following the main text of the proposal. Use APA style (7th edition), alphabetize by author. See examples below:

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. 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.