



ASIA-PACIFIC  
**CHRIE**  
*The Hospitality &  
Tourism Educators*

**Request for Proposal Guidelines  
to Host the  
Annual APaCHRIE Conference**



## History of APacCHRIE

[www.apacchrie.org](http://www.apacchrie.org)

Asia Pacific CHRIE – better known as APacCHRIE – is a Federation of the ICHRIE. Members of APacCHRIE constitute all countries at the Pacific Rim who are registered members of ICHRIE. The geographical boundary of APacCHRIE can be divided into four areas as noted below:

- Area I: **East Asia** (PRC, Taiwan, Korea & Japan)
- Area II: **Southeast Asia** (ASEAN member countries & Indo-China)
- Area III: **Oceania** (Australia, New Zealand & the Pacific Islands)
- Area IV: **Indian Sub-continent** (India, Pakistan, Bangladesh & Sri Lanka)

## History of ICHRIE

Founded in 1946, the International Council on Hotel, Restaurant, and Institutional Education (ICHRIE) is the global advocate of hospitality and tourism education for schools, colleges, and universities offering programs in hotel and restaurant management, foodservice management and culinary arts.

In recent years, International CHRIE's focus has expanded and its mission statement has evolved, making it a marketplace for facilitating exchanges of information, ideas, research, products and services related to education, training and resource development for the hospitality and tourism industry (food, lodging, recreation and travel services). Serving as the hospitality and tourism education network, we strive to unite educators, industry executives and associations. The headquarters for ICHRIE is located in Richmond, Virginia, USA.

## APacCHRIE Request for Proposal – ITEMS TO BE INCLUDED

### 1) Proposed destination and venue

- City & Country
- Proposed Conference Venue
- Estimated hotel room rates and brief description of hotel venue
- Major advantages of the host location and venue
- Entry, accessibility and local transport

### 2) Proposed host and institution/organization

- University Host
- University Name

### 3) Proposed program (recommendations - suggestions - subject to change)

- Dates
- Program Outline
  - Past programs have typically included:*
    - Opening and Closing Receptions
    - Paper and poster presentations
    - Plenary Sessions
    - Key Note Speakers
    - Destination evening dining event
    - Board of Directors Meeting
    - Exhibition (not always included, but is an option)
    - APacCHRIE Members General Session
- Conference registration fees (e.g. Members & Non-Members, Early Bird & Standard Fees)
- Recreation and Culture, including suggested delegate itineraries
- **Youth Conference Recommendations**
- Additional details to assist venue selection committee in making a preliminary selection

### Additional Host Responsibilities for Conference

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- **Budget** - Overall total budget cost for conference host
  - **Host is responsible for all costs associated with the conference**
    - All revenues for the conference are used to pay for the conference
    - Any profit would be submitted back to APacCHRIE
  - **Sponsorships:** Each year, member schools, that choose to participate, will purchase an education sponsorship package normally priced at US \$1500 to help with some of the costs of the conference.
  - Obtaining any other sponsors (government tourism agencies, hotels, vendors, etc.) is up to the conference host.
  - There are no expectations by any member of APacCHRIE or any Board members for travel or registration expenses to be paid for by the conference host. This decision is left to the discretion of the conference host.

- **Hotel Rooms**

- The conference host may seek to select a hotel for the conference and obtain a special rate for our attendees.
- There is no guarantee that attendees will stay at the host hotel; thus, any guarantees or contracts signed are the responsibility of the conference host.

- **Low Registration & Hotel Costs** – Conference Goals

- Many of our members travel on school funds and/or small budgets
- Provide opportunities for members from developing world countries to participate
- Allow for the largest attendance possible

- **Marketing**

- Regular E-newsletters: Call for papers, Program details, Hotel, and Travel information are typical topics provided to members

- **Call for Papers**

- Sending out the call for papers
- Developing the conference theme
- Acquiring qualified readers for the paper review
- Invited Chair of the paper review committee, typically a professor or faculty member from the conference host's institution
- Typically 150 – 200 papers are submitted for the review process

- **Risks**

- There are always potential situations that can affect the attendance of the conference that are outside the control of APacCHRIE or the conference host.
- Economic downturn, flu's, political protests, etc. are not likely, but possible.
- The conference host must do their best to keep members informed and host the conference if feasible.
- In the event that that the conference is – for any reason – cancelled by the conference host, all financial obligations would remain the responsibility of the conference host.

## Items Paid for by Hosting University

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- **APacCHRIE Board Meeting prior to event**

- The conference host is expected to host the annual APacCHRIE Board meeting (typically held in January). Normally, 10 - 15 Board members attend the Board meeting, depending on the location. The Board members are responsible for their own travel and hotel accommodations. The conference host provides the meeting venue, refreshments breaks, and lunch.

- **Youth Conference**

- In 2009, UNLV Singapore created the first APacCHRIE Youth Conference in conjunction with the main conference. Students from many universities attended the youth conference. This event was held separately from the main conference, but some events were attended by both groups (opening reception, final dinner, etc.)
- The purpose of the youth conference is to allow students from various schools to meet and develop new networks for future career and academic opportunities. The activities are geared toward information presentations from academic leaders, industry representatives, or HR professionals, with the objective of helping students prepare for their careers, etc.
- Typically, mornings are used for educational sessions or activities, and afternoons provide opportunities for tourism and other attraction attendance. The schedule is up to the conference host.
- 60 students attended the Youth Conference in Singapore 2009

## List of Future APacCHRIE Conference Locations

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- **2011 - Hong Kong – confirmed**
- **2012 - Philippines – confirmed**
- **2013 - Macau – confirmed**
- **2014 - ?**

- Proposals to host this conference may be submitted to the APacCHRIE Board via email to the following:
  - Secretariat – Ms. Leslie Fung [hmlfung@polyu.edu.hk](mailto:hmlfung@polyu.edu.hk)
  - Vice President – Dr. Andy Nazarechuk [dr.andy@unlv.edu.sg](mailto:dr.andy@unlv.edu.sg)
- Submitted proposals are reviewed at APacCHRIE Board Meetings; decisions for future conferences are announced at each year's conference.
- Conference proposals must be submitted one week prior to board meetings (Contact the secretariat for dates).

**Future years:** If you are interested in hosting the conference in future years, please advise the board so that we may keep you informed of available conference dates.

## Past APacCHRIE Conferences

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### 2010 Thailand



#### 8<sup>th</sup> APacCHRIE Conference

12-14 August 2010 in Phuket, Thailand

<http://www.apacchrie2010.org/>

### 2009 Singapore



#### 7<sup>th</sup> APacCHRIE Conference & 1<sup>st</sup> APacCHRIE Youth Conference

28-31 May 2009 in Singapore

<http://www.apacchrie09.org/>

## 2008 Australia



**6<sup>th</sup> APacCHRIE Conference**  
 21-24 May 2008 in Perth, Western Australia  
<http://apacchrieconference.com/>

## 2007 Beijing



**5<sup>th</sup> APacCHRIE Conference**  
 24-27 May 2007 in Beijing, China

## 2006 Taiwan



**4<sup>th</sup> APacCHRIE Conference**  
 26-29 June 2006 in Hualien, Taiwan  
<http://chrie.tht.edu.tw/>

## 2005 Malaysia



**3<sup>rd</sup> APacCHRIE Conference**  
 26-28 May 2005 in Kuala Lumpur, Malaysia  
<http://www.tourism-educators.org.my/apacchrie2005.htm>

## 2004 Thailand



### 2<sup>nd</sup> APacCHRIE Conference

27-29 May 2004 in Phuket, Thailand

[http://www.polyu.edu.hk/htm/conference/APacCHRIE\\_2004/index.htm](http://www.polyu.edu.hk/htm/conference/APacCHRIE_2004/index.htm)

## 2003 Korea



### 1<sup>st</sup> APacCHRIE Conference

21-23 May 2003 in Seoul, Korea

[http://www.polyu.edu.hk/htm/conference/apac\\_chrie\\_cnf/index.htm](http://www.polyu.edu.hk/htm/conference/apac_chrie_cnf/index.htm)



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