

ASIA PACIFIC

CHRIE

*The Hospitality &
Tourism Educators*

**Request for Proposal for Hosting
Annual APacCHRIE Conference**

History of APacCHRIE

www.apacchrie.org

Asia Pacific CHRIE – better known as APacCHRIE – is a Federation of the ICHRIE. Members of APacCHRIE with mailing addresses within the Asian sub-continent, East Asia, Southeast Asia and the Oceania who are registered members of ICHRIE. The geographical boundary of APacCHRIE can be divided into four areas as noted below:

- Area I: **East Asia**
- Area II: **Southeast Asia**
- Area III: **Oceania**
- Area IV: **Indian Sub-continent**

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 IN PROPOSAL

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

- Name of proposed host organization(s) (e.g., XXX Department of XXX University)
- Proposed conference chair(s)

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
 - Keynote Speakers
 - Destination evening dining event
 - Board of Directors Meeting (Skype or virtual meeting available)
 - 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

- **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 USD1,500 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.
 - Registration fee for CEO of I-CHRIE is waived if he/she is attending

- The host will provide the APacCHRIE Secretariat one complimentary conference registration, free hotel rooms during the board meeting and the conference
 - APacCHRIE will receive a conference hosting fund of USD10 for each delegate registered to attend the conference. Host is suggested to add this to the budget.
 - A welcome reception for the conference's first time attendees will be offered by the 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.
 - The host will support APacCHRIE's Executive Board Members by providing upgraded hotel room (when possible) during the conference
- **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
 - The registration fee differences between APacCHRIE members and non-members should be at least USD100
- **Conference Planning and Marketing**
 - Vice President of APacCHRIE will co-chair the host's organizing committee; Director of Networking will be a member of this organizing committee; and Director of Research will co-chair the paper review committee
 - Regular E-newsletters, Call for papers, Program details, Hotel, and Travel information are typical topics provided to members
 - In the interest of collaboration, free booth is provided for EuroCHRIE
 - The host will share conference attendees' contact list to the Secretariat for future APacCHRIE promotion and membership purpose.
- **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

- APacCHRIE's Director of Research will co-chair the paper review committee
- 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

- **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.

- Sixty students attended the Youth Conference in Singapore in 2009. Over 100 students attended the Youth Conference in Hong Kong in 2011 and over 180 students attended the Youth Conference in Macau in 2013. The attendance varied in other years depending on the destination. In 2023 we see a record high of 271 participants attending the Youth Conference.

List of Future APacCHRIE Conference Locations

- **2024 – Seoul, Korea**
- 24-26 May 2024 at Yongsei University

- **2025 – Currently Open for bidding**
- **2026 – Currently Open for bidding**
 - Proposals to host this conference may be submitted to the APacCHRIE Board via email to the Secretariat – Ms. Leslie Fung (Email: leslie.fung@polyu.edu.hk)
 - Submitted proposals are reviewed at APacCHRIE Board Meetings; decisions for future conferences are announced at each year's conference.
 - Conference proposals must be submitted two weeks prior to board meetings (Contact the secretariat for dates). Bidders must come to the Board meeting to present their proposals.

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

2023 Clark, Philippines

21st APacCHRIE Conference and 14th APacCHRIE Youth Conference

25-27 May 2023 in Clark, Philippines

<https://www.apacchrie2023ph.org/>

2022 Online

20th APacCHRIE Conference and 13th APacCHRIE Youth Conference

23-25 May 2022 (Online, hosted in Malaysia)

<https://bit.ly/apacchrie2022>

2021 Online

19th APacCHRIE Conference and 12th APacCHRIE Youth Conference

2-4 June 2021 in (Online, hosted in Singapore)

<https://apacchrie2021sg.com/>

2020 Hong Kong SAR, P.R. China

18th APacCHRIE Conference and 11th APacCHRIE Youth Conference

27-28 October 2020 in Hong Kong

2019 Hong Kong SAR, P.R. China

2019 APacCHRIE & EuroCHRIE Joint Conference and Joint Youth Conference

22-25 May 2019 in Hong Kong

2018 Guangzhou, P.R. China

16th APacCHRIE Conference and 9th APacCHRIE Youth Conference

31 May – 2 Jun 2018 in Guangzhou, China

2017 Bali, Indonesia

15th APacCHRIE Conference and 8th APacCHRIE Youth Conference

31 May – 3 Jun 2017 in Bali, Indonesia

2016 Bangkok, Thailand

14th APacCHRIE Conference and 7th APacCHRIE Youth Conference

10-13 May 2016 in Bangkok, Thailand

2015 Auckland, New Zealand

13th APacCHRIE Conference and 14th APF Conference, and 6th APacCHRIE Youth Conference

10-13 June 2015 in Auckland, New Zealand

<http://www.apacchrie2015.com>

2014 Kuala Lumpur, Malaysia

12th APacCHRIE Conference & 5th Youth Conference

21-24 May 2014 in Kuala Lumpur, Malaysia

2013 Macau SAR, P.R. China

11th APacCHRIE Conference & 4th APacCHRIE Youth Conference

21-14 May 2013 in Macau

<http://www.umac.mo/fba/apacchrie2013/>

2012 Manila, The Philippines

10th APacCHRIE Conference and OATHS Youth Conference

5-8 June 2012 in Manila, The Philippines

2011 Hong Kong SAR, P.R. China

9th APacCHRIE Conference & 2nd APacCHRIE Youth Conference

2-5 June 2011 in Hong Kong

2010 Phuket, Thailand

8th APacCHRIE Conference

12-14 August 2010 in Phuket, Thailand

2009 Singapore

7th APacCHRIE Conference & 1st APacCHRIE Youth Conference

28-31 May 2009 in Singapore

2008 Perth, Australia

6th APacCHRIE Conference

21-24 May 2008 in Perth, Western Australia

2007 Beijing, China

5th APacCHRIE Conference

24-27 May 2007 in Beijing, China

2006 Hualien, Taiwan

4th APacCHRIE Conference

26-29 June 2006 in Hualien, Taiwan

2005 Kuala Lumpur, Malaysia

3rd APacCHRIE Conference

26-28 May 2005 in Kuala Lumpur, Malaysia

2004 Phuket, Thailand

2nd APacCHRIE Conference

27-29 May 2004 in Phuket, Thailand

2003 Seoul, Korea

1st APacCHRIE Conference

21-23 May 2003 in Seoul, Korea