



EuroCHRIE International Conference Guide
For Organizers of EuroCHRIE Conferences
Phase 1

Questionnaire
Revised March 2016

1. Introductory Information

- EuroCHRIE: Terms of Reference p 3
- The EuroCHRIE Conference: Functions and Goals p 3
- Conference procedure: Phases and Global Process p 4

2. Organizer Host Information p 5

- Institution and conference team p 5
- Institutional engagement p 5
- Conference theme p 6
- Financial control p 6
- Research and academic framework p 7

3. City information p 7

- Accommodation availability p 7
- Venue and conference facilities p 8
- International accessibility p 8
- Security and General Safety Information p 8
- Health and vaccination requirements p 9

4. General Questionnaire p 10

1. Introductory Information

EuroCHRIE: Terms of Reference

International CHRIE (I-CHRIE) is a non-profit organization founded in 1946 to link educators, industry and associations for the shared purpose of enhancing professionalism at all levels of the hospitality industry and tourism through education and continuing training. I-CHRIE members number more than 1300.

EuroCHRIE was founded in 1991 in response to the demand for European-based Federation to address concerns of professionals in Europe, the Middle East, Eastern Europe, Africa, Australia and New Zealand. At the moment 150 EuroCHRIE members are representing more than 20 countries.

In case you need more information, EuroCHRIE recommends you to read carefully the Bid Document and its attachments in www.eurochrie.org

The EuroCHRIE Conference: Functions and Goals

Of all the activities undertaken by EuroCHRIE, the most representative in the minds of members and education and industry executive are the yearly conference. It represents the most important “product” and benefit it can offer its members.

- The primary goal of the conference is to **provide information** for its members which ' keeps them at the forefront of trends'.
- The secondary is to provide an atmosphere suitable for **networking** among members of education and industry.
- The third one is to **generate revenue** for EuroCHRIE and allow the organization to grow and provide more for its members.

Conference procedure: Phases and Global Process

Organizing an international conference requires a dedication of time, financial and manpower resources to undertake the planning and execution of a successful event. In www.eurochrie.org the organizer-host will find a complete working document of Bid Document that will help your institution to evaluate whether you are ready to organize an international conference or not.

The process of bidding is divided into 2 phases:

- The phase 1 analyses the feasibility for your institution to organize an EuroCHRIE conference. The emphasis is on general aspects such as manpower, financial control, accessibility, location, conference facilities, security (to mention a few). Your institution should fill in this questionnaire and submit to the Director of Networking 24 months prior to the conference. Once the Conference Committee validates your proposal, you should start phase 2.
- In phase 2, the organizer-host presents the final Bid Document 18 months prior the conference. The Conference committee should analyse, make suggestions and approve the finalized document.

In phase 1 EuroCHRIE provides information in this questionnaire for EuroCHRIE international conference bidding in a simply way. Every institution should evaluate its proposal with this 100 points questionnaire. It has the following objectives:

1. To ensure your proposal maintains EuroCHRIE conference quality standard precepts and consistency.
2. To be a self-assessment guideline for host organizations when planning to organize an EuroCHRIE conference.
3. To simplify the bidding process, providing information to the EuroCHRIE Board members. Once the organizer-host should receive EuroCHRIE approval to your questionnaire, the organizer-host should submit a definite global bidding proposal.

2. Organizer Host Information

Institution and conference team experience (max 20 points).

In this item, EuroCHRIE Conference Committee will evaluate your institution and the conference team expertise in designing, implementing and monitoring an international conference.

1. Institution experience	Points
1.1. The organizer-host has organized an EuroCHRIE conference previously	10
1.2. The host has not organized an EuroCHRIE conference but it has organized at least ONE international conference for the last 5 years	5
1.3. The host has never organized an international conference but it has organized at least THREE domestic conferences for last 5 years	2
1.4. The host has never organized a conference	0

1. Conference team expertise	Points
1.5. The conference team has organized an EuroCHRIE conference.	5
1.6. The conference team has organized at least ONE international conference for the last 5 years	3
1.7. The conference team has organized at least 3 domestic conferences for last 5 years	2
1.8. The team has never organized a conference	

1. Institutional membership	Points
1.9. The organizer host is a EuroCHRIE member for last 3 years and an institutional representative has attended the last three conferences (ICHRIE or EuroCHRIE)	4
1.10. The organizer host is a EuroCHRIE member for last 3 years but no institutional representative has attended the last three conferences (ICHRIE or EuroCHRIE)	2
1.11. The host institution is serving in the EuroCHRIE Board at the moment of bidding	1

Institutional engagement (max 10 points)

EuroCHRIE committee would like to know your institution engagement and domestic support when organizing an EuroCHRIE conference.

2. Institutional engagement	Points
2.1. The conference is supported by institution, local government and a domestic sponsor.	10

2. Institutional engagement	Points
Three letters of intent should be attached to this questionnaire.	
2.2. The conference team is supported by institution and local government. Two letters of intent should be attached to this questionnaire	5
2.3. The conference is supported by the host institution. The Dean's letter of intent should be attached to this questionnaire.	3

Conference theme (max 10 points)

In this section, the conference committee evaluates whether your conference theme is **timely, original, relevant and attractive** for EuroCHRIE's diverse membership and target markets: student, teacher, trainer, consultant, industry executive, researcher or decision maker...etc.

3. Conference theme	Points
3.1. The conference theme is timely, original, relevant and attractive for ALL target markets.	10
3.2. The conference theme is timely, original, relevant and attractive for SOME target markets	5
3.3. The conference theme is similar to recent international conference themes	3

Financial control (max. 15 points)

Because one of the primary functions of EuroCHRIE conferences is to generate revenue for EuroCHRIE, financial control should be one of the top priorities of the organizer-host.

<p>EuroCHRIE conference revenue is: Total revenue (conference fees) + sponsor payments + exhibitor's payments + EuroCHRIE Fund contribution – expenses =</p> <p style="text-align: center;">Amount to be transferred to EuroCHRIE in Euros.</p>
--

According to this formula, your institution should prepare a **proposed budget** following the example of the EuroCHRIE Bid Procedure (Pag 28-33) when filling this questionnaire to present your candidacy to organize a EuroCHRIE conference.

4. Financial control	Points
4.1. The organizer-host provides the EuroCHRIE Conference Committee a proposed budget form following the example of the EuroCHRIE Bid Procedure. It is attached to this document	15
4.2. The organizer-host provides the Conference Committee a proposed budget form	10
4.3. The organizer- host does not provide any budget or financial document	0

Research resources (10 points)

Research is an important aspect of EuroCHRIE conferences, as it should provide a fresh look at the industry and /or education and represent an original contribution to member's knowledge.

EuroCHRIE Conference Committee would like to know your institution research resources.

5. Research resources	Points
5.1. The institution has a Research Center with frequent research publications	10
5.2. The institution does not have a Research Center, but the organizer-host has a team of research fellows to review papers according to EuroCHRIE guidelines.	5
5.3. The organizer needs the collaboration of an external team of research fellows to review papers according to EuroCHRIE guidelines.	3

3. City information

Accommodation availability: (10 points)

It is important to offer a suitable accommodation to house delegates, in order to ensure that, as many EuroCHRIE members as possible are financially able to attend your conference, various price-categories of hotel are required. Distance from conference venue is also relevant for delegates

6. Accommodation distance	Points
6.1. The accommodation is on-site	5
6.2. The accommodation is less than 2 kms radius of conference venue	3

6. Accommodation availability	Points
6.3. The potential arrangements to accommodate delegates includes one single affordable rate (ex. on campus housing).	5
6.4. The potential arrangements to accommodate delegates includes at least two hotels of three different price-categories (inexpensive, moderate, luxury)	3
6.5. The potential arrangements to accommodate delegates includes one hotel of three different price-categories (inexpensive, moderate, luxury).	2

Venue and conference facilities (5 points):

Recent conferences hosted between 70-200 delegates. A function room with capacity according to the number of delegates you expect (classroom style) will be needed for plenary sessions. A number of breakout rooms will be required, depending on the format of the conference.

7. Venue and conferences facilities	Points
7.1. Venue is used for main conference and parallel sessions in a conference center with technical facilities (free wifi, business corner,etc...)	5
7.2. Venue is used for main conference and parallel sessions are held in another close location	3

International accessibility (5 points)

EuroCHRIE delegates represent more than 20 countries, therefore international accessibility is very important for the organizer-host.

8. International accessibility	Points
8.1. Main conference venue is less than 30 minutes from an international transport centre (i.e. airport or mainline railway station)	5
8.2. Main conference venue is more than 30 minutes from an international transport centre	2

Security and General Safety Information (10 points)

The decision to travel is delegates' responsibility and they are also responsible for their

own personal safety abroad. The purpose of this item is to provide up-to-date information to EuroCHRIE according to domestic crime (pickpocketing, personal attacks for reasons of race or foreign-looking appearance, sexual assaults), threat of terrorism, war, demonstrations and general safety information.

9. Security and general safety information	Points
9.1. The government has not declared a state of emergency for the last 12 month	10
9.2. The government has declared a country-wide state of emergency for last 12 month	3

Health and vaccination requirements (5 points)

It is important for delegates to know country entry requirements dealing with health and vaccination. Travellers get vaccinated either because it is required to enter a country or because it is recommended for their protection.

10. Health and vaccination requirements	Points
10.1. Proof of vaccination is not required or recommended to enter conference country	5
10.2. Proof of vaccination is required or recommended to enter conference country	1

GENERAL QUESTIONNAIRE	Points	Organizer
1. Institution experience, conference team expertise and membership		
1.1. The host has organized a EuroCHRIE conference.	10	
1.2. The host has not organized a EuroCHRIE conference but it has organized at least ONE international hospitality and education conference for the last 5 years.	5	
1.3. The host has never organized an international conference but it has organized at least 3 domestic conferences for last 5 years.	2	
1.4. The host has never organized a conference.	0	
1.5. The conference team has organized a EuroCHRIE conference.	5	
1.6. The conference team has organized at least ONE international conference for the last 5 years	3	
1.7. The conference team has organized at least 3 domestic conferences for last 5 years	2	
1.8. The team has never organized a conference	0	
1.9. The organizer host is a EuroCHRIE member for last 3 years and an institutional representative has attended the last three conferences (ICHRIE or EuroCHRIE)	4	
1.10. The organizer host is a EuroCHRIE member for last 3 years but no institutional representative has attended the last three conferences (ICHRIE or EuroCHRIE)	2	
1.11. The host institution is serving in the EuroCHRIE Board at the moment of bidding	1	
TOTAL INSTITUTION EXPERIENCE	20	
2. Institutional engagement		
2.1. The conference is supported by institution, local government and a domestic sponsor. Three letters of intent should be attached to this questionnaire	10	
2.2. The conference team is supported by institution and local government. Two letters of intent should be attached to this questionnaire	5	
2.3. The conference is supported by the host institution. The Dean's letter of intent should be attached to this questionnaire.	3	
TOTAL INSTITUTIONAL ENGAGEMENT	10	
3. Conference theme		
3.1. The conference theme is timely, original, relevant and attractive for ALL target markets.	10	
3.2. The conference theme is timely, original, relevant and attractive for some target markets	5	
3.3. The conference theme is similar to recent international conference themes	3	
TOTAL CONFERENCE THEME	10	
4. Financial control		
4.1. The organizer-host provides the EuroCHRIE Conference Committee a proposed budget form following the example of the EuroCHRIE Bid Procedure (Pag. 28-33). It should be attached to this document	15	
4.2. The organizer-host provides the Conference Committee a proposed budget form	5	

4.3. The organizer-host does not provide any budget or financial document	0	
TOTAL FINANCIAL CONTROL	15	
5. Research resources		
5.1. The institution has a Research Center with frequent research publications	10	
5.2. The institution does not have a Research Center, but the organizer have a team of research fellows to review papers according to EuroCHRIE guidelines.	5	
5.3. The organizer needs the collaboration of an external team of research fellows to review papers according to EuroCHRIE guidelines	3	
TOTAL RESEARCH RESOURCES	10	
6. Accommodation distance		
6.1. The accommodation is on-site	5	
6.2. The accommodation is less than 2 kms radius of conference venue	2	
6.3. The potential arrangements to accommodate delegates includes one single affordable rate (ex. on campus housing).	5	
6.4. The potential arrangements to accommodate delegates includes at least 2 hotels of three different price-categories (inexpensive, moderate, luxury)	3	
6.5.. The potential arrangements to accommodate delegates includes ONE hotel of three different price-categories (inexpensive, moderate, luxury).	1	
TOTAL ACCOMMODATION DISTANCE	10	
7. Venue and conferences facilities		
7.1. Venue is used for main conference and parallel sessions in a conference center with technical facilities (free wifi, business corner,etc...)	5	
7.2. Venue is used for main conference and parallel sessions are held in another close location	3	
TOTAL VENUE AND CONFERENCES FACILITITES	5	
8. International accessibility		
8.1. Main conference venue is less than 30 minutes from an international transport centre (i.e. airport or mainline railway station)	5	
8.2. Main conference venue is more than 30 minutes from an international transport centre (i.e. airport or mainline railway station)	2	
TOTAL INTERNATIONAL ACCESSIBILITY	5	
9. Security and general safety information		
9.1. The goverment has not declared a state of emergency for the last 12 month	10	
9.2. The government has declared a country-wide state of emergency for the last 12 month	2	
TOTAL SECURITY AND SAFETY INFORMATION	10	
10. Health and vaccination requirements		
10.1. Proof of vaccination is not required or recommended to enter conference country	5	
10.2. Proof of vaccination is required or recommended to enter conference country	1	
TOTAL HEALTH AND VACCINATION REQUIREMENTS	5	

GENERAL QUESTIONNAIRE	Points	Organizer
TOTAL INSTITUTION EXPERIENCE	20	
TOTAL INSTITUTIONAL ENGAGEMENT	10	
TOTAL CONFERENCE THEME	10	
TOTAL FINANCIAL CONTROL	15	
TOTAL REARCH RESOURCES	10	
TOTAL ACCOMMODATION DISTANCE	10	
TOTAL VENUE AND CONFERENCE FACILITIES	5	
TOTAL INTERNATIONAL ACCESSIBILITY	5	
TOTAL SECURITY AND SAFETY INFORMATION	10	
TOTAL HEALTH AND VACCINATION REQUIREMENT	5	
TOTAL	100	

Comments**Date****Signature**