

Guidelines for the International Congress on Coastal and Marine Tourism (CMT) for Potential Hosts

(Written by MO 15/11/2015)

Purpose: To advance the aims of the International Coastal and Marine Tourism Society (ICMTS) which are:

1. To encourage and support the development of coastal and marine tourism as an area of academic enquiry, research and practice.
2. To encourage sustainable, ethical, enlightened and wise use and management of coastal and marine resources and ecosystems for recreation and tourism.
3. To build an international community of persons interested in coastal and marine tourism as an area of academic enquiry, research and practice.
4. To encourage and support scholarly and educational opportunities and activities.

Ethos/Philosophy: CMTs are always open, friendly and supportive conferences where all are encouraged to present, discuss and explore in a positive and constructive way. CMT particularly encourages and seeks to support students and early career researchers, practitioners and managers.

Theme: CMT typically has a theme which is relevant to the location, and/or important issues of the time. The theme provides guidance for participants, but is typically general enough so that no one group or area of interest is excluded.

Format: CMT is typically a 3-4 day conference at a coastal location using the following general structure:

1. An opening ceremony with an appropriate acknowledgement of and welcome by the local indigenous community.
2. An opening keynote address to set the theme for the conference and stimulate the thinking of the attendees.
3. Presentation sessions (usually 15 mins for presentation and 5 minutes for questions) where attendees who have been selected to present (see details of this process below) are able to share their research, thinking, case studies, experiences and ideas.
4. Special theme panel sessions and/or workshops may also be included.
5. Field-trips may also be included.
6. Shared morning and afternoon coffee break sessions and shared lunches are usually included to encourage interaction, discussion and collaboration.
7. A final dinner on the last evening of the conference to close the CMT. At this event awards, acknowledgements and thanks are given by conference organisers and representatives of the International Coastal and Marine Tourism Society.

Organisation: The CMT is the official conference of the International Coastal and Marine Tourism Society (ICMTS). The ICMTS is led by an International Steering Committee (ISC) and they provide guidance, approval and oversight of the CMT via liaison with the local CMT Organising Committee.

The local CMT Organising Committee is led by a conference chair or by co-chairs who are responsible for organising and hosting the conference, including all aspects of the financial management, registration, peer review process, bookings, publicity and so on for the CMT.

Financials and numbers: The CMT typically has between 100 and 150 attendees, of whom between 20-40% are students. Students are always offered a discounted registration rate in order to encourage their participation. In addition, it is desirable for the local organising committee to secure sponsorship to provide CMT student travel awards for a number of students who are judged to have submitted outstanding abstracts.

CMT does not seek to be a profit making enterprise for the host organisation, rather the budget for the conference should seek to be on a cost recovery basis (ie. only to break-even or generate a modest surplus).

Timing and locations: CMTs are usually held every second year (although it may be longer). It is desirable for the hosting location to be in a coastal area that is relatively easily accessible and affordable. It is desirable for the locations to move to different locations globally in order to encourage the spread of good practice and engagement by diverse groups in both CMTs and the ICMTS.

Quality assurance processes: CMT uses a blind peer review process where potential presenters of oral presentations and/or poster presentations submit an abstract (summary) of their paper well in advance of the conference. These abstracts are subject to an anonymous peer review process whereby the quality, significance and relevance of the material presented is considered. Abstracts may be accepted, accepted subject to amendment (as specified by the reviewers and conference academic chair) or rejected. The Conference organising committee may choose to have designated sessions for industry presentations which are not subject to the same peer review process. In addition, the peer review process should seek to be constructive and encouraging particularly for students. The ICMTS ISC typically has a role in the peer review process as reviewers or in recommending reviewers for abstracts.

Publication: CMT does not usually accept presentations which have been already presented at conferences elsewhere or already published. The CMT publishes a book of abstracts accepted for the conference (in either hard copy or soft copy via a .pdf file available to conference attendees on a USB stick). The best papers from the CMT may be invited to submit a full written paper for consideration for publication in a special issue of the journal *Tourism in Marine Environments* (TiME). These papers will be subject to additional peer review following the standard process for TiME.

Process for submitting and bid and selection of CMTs: Organisations, individuals or groups wishing to be considered for hosting a CMT should submit an expression of interest to the ICMTS International Steering Committee via the ICMTS chairperson/s. This bid should provide sufficient information relevant to the above so that the ICMTS ISC can consider the bid and select a preferred bidder. When a preferred bidder has been selected, discussions will be held regarding the details of and planning for the relevant CMT.

The ICMTS can provide examples of financial budgets for previous CMTs, website and logo templates, review forms and other information which will be helpful for the local organising committee. The local organising committee is solely responsible for the financial management

of the CMT and the ICMTS does not provide financial support or take any liability for potential loss or any payment from potential surpluses from CMTs.

Organisation authority and approvals: The local CMT organising committee must liaise with the ICMTS ISC with regard to its planning and seek agreement before proceeding with making announcements, taking registrations and receiving moneys associated with the CMT. The ICMTS ISC will provide advice and assistance to the local CMT organising committee.