mtcon

Tourism for a better world

MTCON'27 | PRESENTER GUIDELINES

15-Minute Stand-Up Presentation Guidelines

8th Conference on Managing Tourism Across Continents

6–8 May 2027 • İstanbul, Türkiye

15 MIN	12 MIN	3 MIN
TOTAL SESSION	PRESENTATION	Q&A

01 FORMAT & TIME ALLOCATION

This guidance applies to in-person stand-up presentations. Each presentation slot is limited to **15 minutes: 12 minutes for the talk and 3 minutes for audience questions.** Please observe the time limits and follow the session chair's instructions.

02 RECOMMENDED PRESENTATION STRUCTURE

SECTION	TIME	FOCUS
1. Introduction	**2 min**	State the research purpose, core question, and essential context.
2. Framework & methodology	**3 min**	Outline the conceptual basis, research design, and methods.
3. Key results / insights	**3 min**	Present the most relevant findings or emerging insights using clear visuals.
4. Discussion & implications	**3 min**	Explain contributions, practical implications, and future research directions.
5. Conclusion & contact	**1 min**	Summarize the takeaways; display the presenter's name, affiliation, and email.

For conceptual or work-in-progress papers, replace final results with relevant preliminary insights or anticipated contributions, as applicable.

03 PRESENTATION TEMPLATE & FILE PREPARATION

- **Official template.** Check www.mtcon.org for the current MTCON'27 presentation template; verify the edition before use.
- **File formats and backup.** Prepare a PowerPoint presentation and a PDF copy. Store both offline and bring them on a USB drive.
- **Offline readiness.** Do not depend on venue internet access; keep required media and linked resources available locally.

04 ON-SITE TECHNICAL ARRANGEMENTS

- **Arrival and testing.** Be in your assigned room at least 10 minutes before the session to test the presentation and equipment.
- **Room host.** Provide the presentation file to the designated room host or technical coordinator and follow onsite instructions.

05 SLIDE DESIGN & DELIVERY

- **Keep slides focused.** Use one key message per slide; avoid dense paragraphs and excessive bullet points.
- **Prioritize readability.** Use high-contrast colors, large clear type (preferably 24 pt or larger for main content), and legible figures.
- **Use visuals deliberately.** Prefer well-labeled charts, tables, and images to long text; keep transitions and animations minimal.
- **Final slide.** Include presenter name(s), affiliation(s), and an email address for follow-up.

06 QUESTIONS, UPDATES & SUPPORT

Reserve the final **3 minutes for Q&A**. For official updates on presentation arrangements, templates, venue, and room assignments, consult the conference website or contact the organizing team.

www.mtcon.org | **mtconconference@gmail.com**