mtcon

Tourism for a better world

MTCON'27 | PRESENTER GUIDELINES

Online Presentation Guidelines

8th Conference on Managing Tourism Across Continents

6–8 May 2027 • İstanbul, Türkiye

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

Dear Presenters,

Thank you for participating in MTCON'27. If you are assigned an online presentation, please follow the instructions below to help ensure a professional, punctual, and uninterrupted session.

01 FORMAT & TIME ALLOCATION

- **Live presentation.** Participate in real time using the online platform and session link specified in the final MTCON'27 programme.
- **15-minute limit.** Deliver your talk within 12 minutes, followed by no more than 3 minutes for questions and answers.
- **Timekeeping.** The Session Chair will give a one-minute warning at the 11-minute mark; conclude your talk promptly at 12 minutes.

02 ACCESSING YOUR ONLINE SESSION

- **Official instructions.** Visit www.mtcon.org and check the final MTCON'27 programme and any joining instructions sent by the Organizing Committee.
- **Correct room.** Use the official access link for your scheduled room and session. Do not rely on links from previous congress editions.
- **Early connection.** Join at least 15 minutes before the scheduled session start to test audio, video, and screen sharing with the Session Chair or technical staff.

03 TECHNICAL REQUIREMENTS

- **Internet.** Use a reliable connection, preferably wired, and keep an alternative connection available if possible.
- **Audio and video.** Check your microphone and camera; use headphones or a headset to reduce echo and background noise.
- **Environment.** Present from a quiet, well-lit location with a neutral or professional background.
- **Software.** Install and test the designated meeting application in advance. If Zoom is specified for MTCON'27, use its current desktop application.

Presentation & Session Protocol

04 SLIDES & SCREEN SHARING

- **Slides and backup.** Prepare your slides in PowerPoint and keep a PDF copy. Provide a backup to the organizers when submission instructions are communicated.
- **Before sharing.** Test screen sharing, close unnecessary windows and browser tabs, and silence notifications.
- **Readable design.** Use one key message per slide, high-contrast text (preferably at least 24 pt), clear visuals, and minimal animations.

05 DURING THE SESSION

- **Microphone etiquette.** Keep your microphone muted when you are not speaking, and switch on your camera during your presentation.
- **Introduction.** Wait until the Session Chair introduces you by name and affiliation and invites you to begin.
- **Questions.** Remain connected after your talk for the three-minute Q&A period.

06 Q&A FACILITATION

- **Questions from the floor.** Participants may use the meeting platform’s hand-raising or chat functions, as available.
- **Moderation.** The Session Chair determines the order of questions and facilitates the discussion.
- **Concise responses.** Keep answers focused. The Session Chair will close the discussion when the allotted three minutes have elapsed.

07 BACKUP & CONTINGENCIES

- **Technical difficulty.** Notify the Session Chair or technical support in the meeting chat if possible, and try to reconnect using your official MTCON’27 session link.
- **Offline copies.** Store your PowerPoint and PDF slides locally so they remain accessible during a connection disruption.
- **Interrupted presentation.** If reconnection is delayed, the Session Chair may proceed to the next speaker and return to your talk only if the schedule permits.

08 PROFESSIONAL CONDUCT

- **Courtesy.** Dress appropriately, listen attentively to fellow presenters, and respect questions and differing opinions.
- **Session communication.** Use the chat for presentation-related questions and relevant technical notices; avoid off-topic messages.
- **Schedule.** Follow the Session Chair’s directions and keep presentations and discussions within their allocated times.

IMPORTANT — 2027 ACCESS DETAILS

The online platform, session-room links, and joining arrangements for MTCON’27 will be communicated through the official conference channels. The MTCON Virtual links displayed for earlier editions should not be used for 2027 sessions.

We appreciate your contribution to MTCON’27 and look forward to an engaging conference. For further assistance, please contact the Organizing Committee.

Warm regards,
MTCON’27 Organizing Committee