mtcon

Tourism for a better world

MTCON'27 | CHAIR GUIDELINES

Session Chair 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 Session Chairs,

Thank you for contributing to MTCON'27. Please follow the guidance below to ensure each paper session is punctual, well-coordinated, and welcoming to all participants.

01 TIME MANAGEMENT

- **Presentation limits.** Allow 12 minutes for the presentation followed by a maximum of 3 minutes for questions; the total slot must not exceed 15 minutes.
- **Time warning.** Give a one-minute warning after 11 minutes of speaking time, and close the presentation at the 12-minute mark.
- **Punctuality.** Conclude the Q&A within the allocated slot and protect the published session schedule.

02 SESSION FLOW

- **Opening and introductions.** Start on time with a brief welcome; introduce each presenter by name and affiliation, using the official conference program.
- **Presentation order.** Follow the published speaking order and keep introductions and transitions brief.
- **Delivery.** Encourage clear, focused presentations and consistent adherence to the time limit.

03 TECHNICAL PREPARATION

- **Early arrival.** Be in the assigned room at least 10 minutes before the session to check its setup with the Room Host.
- **Presentation files.** Help ensure the slides are available and ready before the session; refer USB, display, audio, or other technical issues to the Room Host or onsite team.

04 Q&A FACILITATION

- **Moderation.** Lead a focused discussion of no more than 3 minutes immediately after each presentation.
- **Participation.** Invite short, relevant questions and maintain an inclusive, respectful atmosphere.
- **Closing.** Politely conclude the discussion when the allocated time has elapsed.

05 COORDINATION & CONTINGENCIES

- **Onsite coordination.** Contact the Room Host or onsite organizing team promptly about technical difficulties, missing presenters, or timetable concerns.
- **Changes and absences.** Do not independently change the published speaking order. If a presenter is absent, coordinate the response with the organizing team without extending the session beyond its scheduled end.

We appreciate your role in creating a professional, engaging, and well-organized MTCON'27 experience. Thank you for your support.

Warm regards,
MTCON'27 Organizing Committee