



The 20th Nordic Symposium in Tourism and Hospitality Research

21 – 24 September 2011
Rovaniemi, Finland

Instructions for Nordic Symposium 2011 oral presenters

The quality of the conference is extremely dependent on the quality of the presenters, and the organizers would like to remind you of a few key points:

- Do not exceed the time limit: **15 minutes for your presentation and 5 minutes for discussion**. If you exceed this time limitation you will be interrupted and asked to finish.
- Keep the number of slides at a reasonable level, e.g. max 10 text slides (**PowerPoint only**).
- Leave time for questions
- Speak slowly and clearly
- Please be present in the lecture room 15 minutes prior to the start of the session. An abstract presenter/author should attend the whole session in which he/she is scheduled.

How to hand in your presentation slides

Either send your presentation slides in advance to the conference office ([congress\(at\)ulapland.fi](mailto:congress(at)ulapland.fi)) or bring them with you on a USB memory stick or on a CD Rom. **You cannot use your own laptop in the lecture room!**

Do not take your presentation slides directly to the session rooms. **You must hand them in at the Speaker Service Centre at least 2 hours prior to the start of your session.** If your presentation is scheduled for the morning sessions on Thursday, please hand in the slides as soon as you arrive at the conference venue.

All presentations will be transferred over the network to the session room computers. There will be a conference assistant in each session room to assist chairpersons and speakers.

Equipment supplied at session rooms

- Computer with PowerPoint and data projector for computerised slide presentation
- Microphone(s) – at Fellman Hall only, in smaller halls not needed

Guidelines on how to prepare your PowerPoint slides

- Your presentation can be loaded onto the network without problems if it does not exceed 100 MB: larger files can cause problems!

- Programme versions in the conference hall computers (all in English): Windows 7, Office2010, Windows Media Player 11 and VLC Player 0.99.
- Use embedded pictures, DO NOT use images linked to other files. Linked pictures will not show up in your presentation! Accepted picture file formats: JPG and GIF
- Video and audio objects: Use embedded files, DO NOT use files linked to other files. Linked files will not show up in your presentation!
- Accepted Fonts are the standard Windows fonts. If you use a non-standard (e.g. scientific symbols) font with your presentation, you should supply this non-standard font separately with your presentation. For a normal projection, the font size 24 is sufficient. Use computer resolution 800x600 or max. 1024x768 and 16 or 24 bits.
- Choose under a File, Page-setup, On-screen Show, Size 24 x 18 cm landscape. If you use a standard background format, you have to realize that different consecutive presentations might cause some problems. It is better to choose Apply for the background of each single slide than to choose Apply to all.
- Legibility of the text: How to determine your own legibility: For a 17 inch screen, stand 2 metres away. If you can see your presentation (slide + text) clearly (presentation 100% image) there shouldn't be problems seeing this presentation in a lecture room.

Always make sure you bring a back-up of your presentation!