

## 2010 NEW ZEALAND

### TOURISM & HOSPITALITY RESEARCH CONFERENCE

#### INSTRUCTIONS FOR PRESENTATIONS ONLY

To encourage those who do not wish to write a full paper or working paper but are interested in presenting to the conference we have an option to do so. Those who wish to make a presentation only must submit a summary of their presentation (not exceeding 250 words) to the conference organisers via the 2010 NZTHRC webpage:

<http://autserve.aut.ac.nz/nzthrc/index.php/upload>

Presentation summaries must be submitted as a WORD Document (*no* pdf files please)!

In the case of technical problems, please contact Sharon Race ([sharon.race@aut.ac.nz](mailto:sharon.race@aut.ac.nz)) or Mark Orams ([mark.orams@aut.ac.nz](mailto:mark.orams@aut.ac.nz))

#### PURPOSE OF PRESENTATION ONLY (NO WRITTEN PAPER)

Presentations only (no written paper for inclusion in the published conference proceedings) are an option for those who do not wish to write a paper. This may be of particular interest for members of the tourism industry who have important issues and experiences related to the conference theme (adding value through research) they wish to share.

Our intention at the 2010 conference is to try and improve linkages and collaboration between the tourism industry, policy makers, marketers and those who carry out research. The option to make a presentation only is less onerous for those who are not as familiar with research writing or who don't have the time for such activities. Thus, we hope this option may be attractive to tourism professionals.

#### FORMAT

Presentation summaries must be presented in Times New Roman 12 point font using standard 2.54cm margins top, bottom and sides (as used in this document). Summaries should have a title presented all in capitals. Headings should be capitalized, left justified and bolded, sub-headings should be left justified and italics (see example which follows at the end of this document).

#### WRITING STYLE

The summary *must* be written in the third person and all submissions must be in English. Readers need to grasp information quickly; thus, authors should use straightforward declarative sentences, making every effort to help readers understand the concepts presented. All summaries should be comprehensible to all readers, regardless of their areas of specializations and academic backgrounds.

## **SUMMARY LENGTH**

Maximum 250 words.

## **EVALUATION**

All presentation summaries will be evaluated by a member of the conference review committee. Feedback may be given to the author/s and emendations to the summary may be required before it is accepted for presentation at the conference.

## **DEADLINES**

Submission of presentation summary by: 31 August 2010.

Submission of Powerpoint file of presentation by: 20 November 2010.

## **PRESENTING AT THE CONFERENCE**

Presenters who have summaries accepted for the conference are required to register to attend the conference and to present their paper at the conference. Presentations are scheduled to be 20 minutes in duration with up to 10 minutes available for questions at the conclusion of the presentation. Presenters are encouraged not to read their material but to prepare a summary of the important aspects in the software package Powerpoint for presenting to the audience. Powerpoint files are required to be e-mailed to the conference coordinator [sharon.race@aut.ac.nz](mailto:sharon.race@aut.ac.nz) before 20 November. This allows time to set up the Powerpoint files for each session prior to the conference. Because Powerpoint files are to be e-mailed, please ensure that graphics included in Powerpoint slides are reduced in resolution so that total file size does not exceeds 8mb. Access to the internet, digital projectors and sound will be available via the computers in presentation rooms.