



Stockholm, Sweden 9–11 June 2004

## Guidelines for speakers

**Speaker information** (Please note the special rules for Theme Tourism Satellite Account, TSA)

- The 7<sup>th</sup> International Forum on Tourism Statistics will be arranged in plenum (meeting room "Aulan"), and you will present your paper to an audience of approximately 150 to 200 participants.
- All speakers for each Theme will be invited on stage, one at a time, in the meeting room ("Aulan") by the chair for each Theme. The chair of each Theme will introduce each speaker by name.
- All speakers' seats will be reserved in the first and second rows in the meeting room ("Aulan").
- After each speaker's presentation, speakers are urged to stay on stage during the entire session.
- Introduce yourself with your name, organisation and the title of your paper.
- Presentation time is limited to 20 minutes sharp (15 minutes for Theme Tourism Satellite Account, TSA), restricting you to only the main points of your paper. It is absolutely essential that you finish your presentation within the given time limit.
- After your presentation there will be 10 minutes (7 minutes for Theme Tourism Satellite Account, TSA) for questions regarding your paper.
- After all of the papers have been presented for your Theme, there will be 30 minutes for discussion of all the papers that have been presented for each Theme.
- Please use Power Point for your presentation. Recommendations: Times New Roman with text size 20 as a minimum. Avoid dark background colours.
- Copying facilities are available on site.
- It might be a good idea to bring handouts to your audience. The handout might, for instance, contain printed copies of your transparencies or interesting graphics or tables. Your handouts should include your name and e-mail address for those who want to contact you.
- An overhead projector (transparency type and OH-projector), Power Point equipment, computer, microphones and screen will be standard in the meeting room ("Aulan").
- For those who use Power Point, please bring a floppy disk or CD-ROM of your presentation and also back-up regular overhead transparencies just in case. The conference program is very tight and does not allow time for fixing technical problems during sessions.
- Speak from notes – preferably do not read portions directly from your paper.
- Rehearse your presentation and time it.
- Contact the chairperson of your Theme 10 minutes before your session begins. The secretariat is a meeting room (room number 356), which is close to the meeting room ("Aulan"), could be used for this meeting.
- Stay aware of the time for your presentation. Green, yellow and red flash lights will be shown from the speakers platform for 5 minutes, 3 minutes and 1 minute remaining; this will be prepared in advance for each presentation. Please be aware that the chair is instructed to stop your presentation at the end of the allotted time, regardless of whether or not you are finished.