

ICHRIE Conference Stand-Up Presentation Guidelines

All presenters are required to register for the ICHRIE conference by **May 22nd, 2026**. You may register for the full conference or for a one-day pass that coincides with your presentation. Presenters are responsible for covering all travel and additional expenses, including the conference registration fee. At least one presenter for each session must be an ICHRIE member in good standing. Any co-presenters who are not ICHRIE members will be required to register for the conference and pay the non-member rate.

Each presentation will be limited to 20 minutes (15 minutes presentation & 5 minutes Q&A) and delivered in a stand-up format. Presenters should aim to create a concise, engaging, and results-oriented talk that is tailored to the professional audience attending ICHRIE. Time management is essential. You should plan their content to fully utilize the 15-minute window for delivery.

You will have **15 minutes presentation and 5 minutes Q&A**. The presentation should follow a focused structure consisting of four key parts: a brief introduction, a summary of the methodology, key findings, and a discussion of practical implications.

The introduction should clearly articulate the purpose of the study or project, state the central research question or issue, and provide only the most relevant background needed to frame the findings.

Next, presenters should briefly describe the methodology, offering a high-level overview of the research design or approach. Technical details should be minimized unless critical for understanding the results, as the emphasis should remain on relevance and clarity.

The core of the presentation should focus on the results. Present only the most impactful findings, supported by visuals such as charts or graphs where appropriate. These results should be directly connected to the identified research question or industry challenge.

The discussion section should interpret the findings in a way that highlights their significance to the hospitality and tourism field. Presenters are encouraged to offer practical takeaways, recommendations for stakeholders, and suggestions for future research or application.

All presenters are required to bring their own laptop for the presentation. Please ensure that your device is compatible with standard HDMI connections and that your presentation is downloaded and ready to go without relying on internet access. If bringing a personal laptop is not possible, presenters should bring their presentation on a thumb drive (USB) in

a commonly used file format such as PowerPoint or PDF. This will allow the presentation to be loaded onto a backup computer if necessary.

Arriving early to check equipment and troubleshoot any potential technical issues is strongly recommended.

Slide design should be clean and visual. Avoid heavy text and instead use bold fonts, high-contrast colors, and minimal content per slide. Each slide should focus on a single message or point. The final slide should include presenter name(s), affiliation(s), and contact information for follow-up.

For further questions or clarification, please reach out to the conference planning team or refer to official ICHRIE communications.