

## 1ST WINE PLEASURES INTERNATIONAL WINE TOURISM CONFERENCE & WORKSHOP



*Wine Pleasures*  
WINE TASTING TOURS

### PRESENTER'S GUIDELINES

#### FOR COMPLETING THE SPEAKER'S PROPOSAL FORM – SITGES 2009

The deadline for the receipt of the proposal/registration forms is \_\_\_\_\_

The 1st Wine Pleasures International Wine Tourism Conference and Workshop will be one of the key events that enable individual wine tourism professionals to sustain and extend their own professional development and contribute to the development and support of fellow wine tourism professionals internationally.

The international nature of the conference provides a unique opportunity for all people interested in wine tourism to submit proposals for inclusion in the conference programme. The conference also allows members to benefit from networking professionally by exchanging experiences in informal discussion and/or presenting their professional views as part of the conference programme.

#### PROPOSAL SELECTION CRITERIA

The selection of proposals is made by the Proposals Committee using the criteria below. These criteria aim to guide the selection so that as many presentations as possible are successful.

#### Criteria for selection

It should be clear from your summary that:

- You have something new to say or you plan to shed new light on a topic
- Your session is of practical use for delegates
- Your audience can apply your experience to their own context. This is especially important if you are describing a project or a product or if your presentation relies heavily on a description of your local situation
- If your session is based on research you should either report on a completed study or on a significant phase that has been completed, rather than discuss general issues.

#### Presenter's Guidelines for completing the Speaker Proposal Form – Sitges 2009

To ensure that your proposal qualifies for selection, please read the guidelines below. Your proposal will not be considered unless it meets the guidelines and arrives at the Wine Pleasures office by the deadline of 15 November 2008.

#### 1. Details of Presenters

Please print your name and work affiliation clearly. This information will be reproduced in the Programme.

#### 2. Title of Presentation

The maximum number of words in the title is 10

#### 3. Type and Length of Presentation

*Wine Pleasures*  
WINE TASTING TOURS

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### 3.1 Panel discussion

A panel discussion allows different people to present their views on a topic in a short space of time, after which the discussion is opened to the audience. Panels can be 45 or 60 mins long. The number of speakers on a 45 min panel should be three, with at least 15 minutes available for audience participation. The maximum number of speakers on a 60 minute session should be five, with at least 20 minutes for discussion with the audience.

### 3.2 Seminar

A seminar should describe what you are doing, or have done, in relation to wine tourism. Its content must be of relevance and use for delegates. Seminars can be 60 or 90 minutes long and we strongly recommend that you use visual aids during the session and include some interaction with the audience.

### 3.3 Workshop

A workshop must include active audience participation through experiencing and discussing tasks provided by the presenter. It can be 60 or 90 minutes long.

### Equipment

There is a token charge for equipment of 20 Euros for each item of equipment requested, except for flipcharts which will be provided free of charge in all rooms. The token charge is ensure that presenters don't request equipment they don't require. Cassette player, DVD player, Overhead projector, Data projector (bringing your own laptop), Video replay ara all available.

### The abstract

The abstract will appear in the Conference Programme and it is on the basis of your abstract that delegates will choose whether they wish to attend your session. It should therefore accurately reflect the content of your presentation. No abstract whic is below 50 or over 60 words will be considered.

### The summary

All proposals are required to submit a 250-word summary. Proposers should outline exactly what you are going to talk about in the session and how the session will be structured. The summary will be read by the Proposals Committee as a basis for selection. The summaries will not appear in the Conference Programme.

### Cardinal Rules

- Do not run over your allocated time
- PowerPoint and OHT font size – HUGE please. Minimum 28pt for PowerPoint and 22pt for OHTs
- On your first slide/OHT, please include the Title of your session, Name of Presenter(s), Affiliation (if any) and your email address.
- Something in your session must be NEW
- Something in your session should be PRACTICAL
- Your session needs to fit your abstract CLOSELY
- If your session is a workshop, it MUST include active audience participation



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