

# Submission information

The Submission Information page describes the types of submissions and how to submit your work for this conference. You will find information to help you navigate the process from submitting your abstract, to preparing your presentation at the conference, to publishing your paper after the conference.

If you would like to present at the upcoming UNESCO UNITWIN conference, all you need to do is submit an abstract. The selection panel of the conference programme committee will review all abstracts received by the deadline to ensure that the proposed paper is relevant to the conference. Authors will be notified of the abstract selection.

Authors whose abstracts are accepted will be asked to submit an electronic copy of their presentation prior to the conference. Full papers shall be submitted after the conference by June 30, 2022.

We encourage authors to submit their full papers for one of the collections of papers that will be published after the conference: in the Unesco Unitwin 2022 Conference Proceedings or in the special issue of the *Academica Turistica Tourism & Innovation Journal*.

## Submission Types

You may submit an academic research, a research project (poster), a doctoral dissertation, a case study, or a non-academic paper.

For each type of submission, you must first submit an abstract of your work.

- **Academic research papers**

Academic research papers should address one of the topics listed in the Call for Papers and may describe a wide range of research including empirical or theoretical studies. The paper should not have been previously published. If the author chooses to submit a paper, the paper will undergo a double blind peer review and, if accepted, will be published in the conference proceedings or in a special issue of the *Tourism and Innovation Journal*.

- **Research project papers / posters**

Researchers are invited to submit current projects that are either in the proposal stage or still in progress. If the abstract is selected, authors will have the choice between a short oral presentation or a poster. Posters will be on display throughout the conference and there will be a time slot for participants to discuss their research.

- **PhD Research Papers**

PhD students are invited to submit papers describing their research. PhD research papers will be organised into a PhD workshop where a chair and discussant will provide constructive feedback on the papers. PhD supervisors may be co-authors, but the student must be the lead author and present the paper at the conference. PhD theses are subject to the same criteria and procedures as research papers. However, the reviewers are aware that this is a PhD thesis and that the final results may not have been fully developed and interpreted.

- **Submission of case studies**

The same criteria and procedures apply to the submission of case studies as to research papers.

- **Non-academic contributions**

The Conference Committee welcomes contributions from individuals and organisations working in the field. These contributions may be in the form of a presentation or demonstration. If the abstract is accepted, you will be asked which form you would like to use.

### **Submission of Abstracts**

Anyone wishing to submit their paper to the conference should submit an abstract. The abstract submission form will guide you through the process.

- Abstract submission form
- Guidelines for abstract submission
- FullICFP

### **Guidelines for the oral presentation**

Once your abstract has been accepted, you will be expected to give a 15-minute presentation of your work. There will be a computer with PowerPoint and Adobe available for you to use. We strongly recommend that you limit the number of slides in your presentation to 10 or fewer.

To visually support your presentation, prepare your slides (PowerPoint, Prezi or PDF) and bring them to the conference. You will need to load your presentation onto your computer prior to your stream to allow for a smooth transition between speakers. We recommend that you also bring your presentation on a data stick or other portable storage device.

If you need special technology for your presentation, please email [mariana.rodela@fts.upr.si](mailto:mariana.rodela@fts.upr.si) as soon as possible. We will do our best to assist you.

The time allotted for a presentation is 15 minutes, with an additional 10 minutes for discussion. Keep in mind the following slides (up to 10):

- A title slide - name, title and what the paper is about.
- A slide with the hypothesis
- 2 or 3 slides about your current research plan
- A concluding slide

### **Guidelines for Poster Presentations**

Presentations should be simple and clear, and a combination of text and graphics is recommended. A poster should be self-contained and self-explanatory so that the viewer can proceed on his or her own, while the author is free to add to or discuss specific points raised by the viewer.

Poster layout: arrange the work in columns rather than rows, as this is easier for the viewer to follow. An introduction should be placed in the upper left and a conclusion in the lower right. The conclusion does not need to be presented. You can create an e-poster or a paper poster. In case of a paper poster,

use matte paper rather than glossy paper as the different lighting at the venue can cause reflections on glossy paper.

Illustrations: For illustrations, you should use clear, highly visible graphics and fonts. Each figure or table should have a one- or two-line caption. Additional important information should be given below in a legend. Photographs should be of good quality (high resolution, good contrast, sharp focus).

Text: Minimise narrative style. Use large type in short, separate paragraphs. Numbered lists or bulleted lists are a good way to get a series of points across.

Headings and fonts: titles and captions should be short and easy to read. Do not forget to label your poster with the title of the abstract, the authors' names and their affiliations.

Poster size: We strongly advise you to choose not less than A1.

### **Guidelines for PhD presentations**

In the PhD workshop, each presenter has 10 minutes to present their work. There will be no questions between presentations, but after all presentations there will be a 30 minute discussion period where the session chairs/discussants and all present can give their feedback. In your presentation you should cover the following:

- Title slide - name, title and what your paper is about.
- A slide with the research question and the hypothesis you are investigating
- 2 or 3 slides with your research plan
- A concluding slide - a summary of what you have presented and your next steps.

### **Paper Submission**

All papers should be submitted through the [Academica Turistica - Tourism and Innovation Journal](#) system under the section *Special issue*. Those received by the deadline will be double blind-reviewed. The selected papers will be considered either for publication in the *Academica Turistica – Tourism and Innovation Journal* or the *UNESCO UNITWIN 2022 Conference Proceedings*. Please, [follow the instructions](#) for submission and find the submission form [here](#) (Under Journal Section please select “*Special Issue*”).