

**2023 International Conference of Sport, Leisure, and Hospitality
Management
Attendees Precautions**

1. Please do not eat or drink while the meeting is in progress, and please turn off your mobile phone or set it to vibrate mode.
2. In respect of intellectual property rights, photography, filming, and recording are prohibited within the conference venue. Participants are kindly requested to follow the conference agenda. If you are unable to do so, please enter the venue after the current session has concluded to avoid disrupting the proceedings.
3. Participants who **attend the full conference** on May 20th and 21st will receive a certificate of attendance, which will be mailed after the event. **Please be sure to follow the designated sign-in and sign-out times** for the proper issuance of the certificate.

May 20, 2023 (Saturday) - Sign-in time: 8:20-8:50 / Sign-out time: 16:30-17:30

May 21, 2023 (Sunday) - Sign-in time: 8:30-9:00 / Sign-out time: 17:20-17:40

4. On May 20th and 21st, during lunchtime, participants should present their identification badges to the conference staff to receive meal boxes. The dining location is at [210 Exhibition Hall, Union Building I]. Please be sure to follow the waste sorting regulations.
5. If you have any questions, please consult the conference staff wearing identification badges.
6. Due to the limited parking spaces at NTNU (NT\$60/hour), participants are encouraged to use public transportation.
7. In response to energy conservation and carbon reduction, and to reduce paper usage, the conference will not print abstracts for oral/poster presentations. Instead, abstracts will be provided in electronic format for participants to download and refer to. Attendance certificates will also be sent via email after the conference. Additionally, the conference will not provide paper cups. Participants are kindly requested to bring their own reusable cups.

Thank you for your cooperation!

2023 International Conference of Sport, Leisure, and Hospitality Management

Oral Presentation Guidelines

1. Oral Presentation Time:

Oral Presentation Session 1: May 20, 2023 (Saturday), 15:30-17:00

Oral Presentation Session 2: May 21, 2023 (Sunday), 09:00-10:30

Oral Presentation Session 3: May 21, 2023 (Sunday), 13:00-14:30

2. Presentation Venue: Rooms 508, 604, 603, and 602 in Union Building I, NTNU.

3. Presenter Check-in: Please check in at the conference registration desk on the first floor of Union Building I, National Taiwan Normal University **30 minutes** before the start of each presentation session, and **arrive at the presentation classroom 10 minutes before the session begins.**

4. Presentation File Submission: Presenters must upload their presentation files to the conference form (<https://forms.gle/WrnzQJdU5v8SGkaNA>) before 08:00 am on the day of the presentation, in order for the staff to prepare for each session. Failure to submit the presentation file within the specified time will be considered as forfeiting the presentation opportunity.

5. Presentation Duration: Each oral presentation is allotted 15 minutes. The first bell will ring at the 13th minute, and the second bell will ring at the 15th minute, indicating the end of the presentation. Presenters should immediately conclude their presentations. One author should represent the paper and present it on stage. **If the presenter is not present, the conference will not issue a presentation certificate.**

6. Q&A session: The Q&A session will be moderated by the commentator. After the presenter has finished their presentation, questions will be answered individually.

7. Outstanding Paper Award: One outstanding paper will be selected from each oral presentation session during the conference, and the authors will be presented with an Outstanding Paper Award certificate.

8. Abstract Publication Authorization: The conference will publish the **“2023 International Conference of Sport, Leisure, and Hospitality Management Abstracts Collection (Electronic Version).”** Presenters are kindly requested to fill out the Abstract Publication Authorization form, sign it, scan (or take a photo) and send the electronic file back to the conference's email address.

**2023 International Conference of Sport, Leisure, and Hospitality
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Poster Presentation Guidelines**

- 1. Poster Presentation Time:** May 21, 2023 (Sunday), 16:00-17:00.
- 2. Poster Presentation Location:** 210 Exhibition Hall, Union Building I, NTNU.
- 3. Check-in and Poster Setup:** Please check in at the conference registration desk on the first floor of Union Building I, NTNU **30 minutes before** the poster presentation session starts, and post your poster according to the assigned number at the poster presentation location (tape will be provided by the conference). If you fail to complete the poster setup 10 minutes before the presentation starts, you will be considered as giving up the presentation qualification.
- 4. Poster Specifications:** Each poster should **not exceed 150cm in length and 90cm in width**.
- 5. Presentation Method:** Each poster presentation will be conducted in a 1-minute impromptu oral report. At least one author for each poster must be present at the venue to give an impromptu report and answer questions. **If no one is present to report and answer questions, the conference will not issue a presentation certificate.**
- 6. Outstanding Paper Award:** Several excellent papers will be selected from the poster presentations and present them with the Outstanding Paper Award.
- 7. Abstract Publication Authorization:** The conference will publish the **"2023 International Conference of Sport, Leisure, and Hospitality Management Abstracts Collection (Electronic Version)."** Presenters are kindly requested to fill out the Abstract Publication Authorization form, sign it, scan (or take a photo) and send the electronic file back to the conference's email address.