



**NATIONAL OPEN UNIVERSITY OF NIGERIA**

**SCHOOL OF MANAGMENT SCIENCES**

**COURSE CODE: HCM 412**

**COURSE TITLE: GUIDE ON SEMINAR IN HOSPITALITY  
MANAGEMENT**



# **NATIONAL OPEN UNIVERSITY OF NIGERIA**

## **SCHOOL OF MANAGEMENT SCIENCES**

### **HCM 412: GUIDE ON SEMINAR IN HOSPITALITY MANAGEMENT**

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## **HCM 412: SEMINAR IN HOSPITALITY MANAGEMENT**

### **GUIDE ON SEMINAR PREPARATION AND PRESENTATION**

#### **INTRODUCTION**

Seminar in Hospitality Management is a 2 credit unit course for final year students of B.Sc. Hotel and Catering Management. Each student will present a paper on a topic chosen from those given and will present his/her work within the time stipulated by a panel of facilitators. After each student has presented, marks would be awarded to them by facilitators. The seminar presentation will be conducted in a conducive environment.

#### **OBJECTIVES OF THE SEMINAR**

At the end of the seminar, students are expected to:

- a) Be familiar with basic issues in Hotel and Catering Management:
- b) Be able to address practical issues and problem area in Hotel and Catering Management
- c) Present a written seminar paper on Hotel and Catering Management issues
- d) Defend seminar presentations

#### **SEMINAR PAPER OUTLINE**

Students are expected to cover the following areas:

1. Problem identification.
2. Objectives of seminar inquiring.
3. Introduction/ background of the topic.
4. Literature review on the topic.
5. Analysis of the information based on the objectives.
6. Report of findings.
7. Conclusion and Recommendations.
8. References.

## AREAS FROM WHICH STUDENTS CAN CHOOSE A TOPIC

These are the areas in which student can generate their presentation topic from:

1. Travels and Tour.
2. Restaurant Entrepreneurship.
3. Health and Safety in Hotel Management.
4. Lodging Facilities Management.
5. Risks in Hotel Management.
6. Food services and Professionalism.
7. Access to funds in Hospitality Management.

## PREPARATION AND PRESENTATION OF A SEMINAR PAPER

1. Determine your seminar's **time limit**
  1. Allow 1/4 of that time for questions
  2. The remaining time is available for your talk
2. Determine your **audience**
  1. Interests
  2. Level of understanding
3. Pick your **major topics**
  1. Estimate the time needed for each
  2. Make sure these times don't exceed your 3/4 total allotment
  3. Add or remove topics as needed to meet that time constraint
  4. Make sure all the topics are in a logical order
4. For each major topic, choose the **subtopics**
  1. Estimate the time needed for each subtopic
  2. Make sure these times don't exceed your 3/4 total allotment
  3. Add or remove subtopics as needed to meet that time constraint
  4. Make sure each subtopic is in the appropriate topic
  5. Make sure all the subtopics within each topic are presented in a logical order
5. Determine which **points** you want to make
  1. Each point is a SINGLE idea or example
  2. Make sure each point is relevant to your audience
  3. For each point, pick the best subtopic

4. Once all your points have been placed in subtopics, rearrange the points within each subtopic into logical order
5. If you find any gaps as a result of this reordering, add the appropriate points
6. If you find any orphaned points, eliminate them
6. Group the points within each subtopic into closely related groups that make a single argument, i.e. **paragraphs**
  1. Associate each of these paragraphs with the image or object you'll use to support it
  2. You'll show this image or object while you're presenting the paragraph's argument
7. Allow **just enough time** to present each paragraph
  1. Recheck to see that you'll finish within your time limit.

The seminar presentation will take place at the end of the seminar. Each student will present a paper on his /her a topic to other students in the presence of some facilitators. Each student will get a 10 + 5 minute timeslot, 10 minutes for seminar presentation and 5 minutes for questions from the audience.

The seminar presentation is done on PowerPoint, which is commonly used nowadays. Blackboards or whiteboards can also be used. Students are expected to gather all materials necessary for the presentation on time. Electronic devices like laptops, projectors etc., should be in good working conditions at the time of each presentation.

## Reference

Young George (2003), *How to prepare a seminar*.  
[www.ems.psu.edu/~young/short/us.htm](http://www.ems.psu.edu/~young/short/us.htm)