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# 2019 NTIA ENTRANT GUIDELINES

## Category 39 – Emirates Travel Consultant Scholarship

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*This award recognises an individual who personifies excellence in their role as a retail or corporate travel consultant and demonstrates best practice and individual achievement.*

**PLEASE NOTE: Entrants in this category must be currently employed as a travel consultant by an ATAS accredited agency and have less than 3 years' experience in the travel industry (domestically and/ or internationally) as at 15 February 2019. To be eligible entrant must illustrate that they are a travel consultant and not in an administration or management role.**

- Presentation is limited to a maximum of **30 minutes** – please time your presentation to meet the criteria as additional time will not be permitted.
- Please do not consider your presentation a sales/promotional call, but rather as an analysis of your business.
- Please ensure that you address all aspects of the criteria in a logical and thorough manner.
- A laptop and TV screen will be provided for PowerPoint presentations. AFTA uses a PC with Microsoft Windows 8 and PowerPoint 2010. Please ensure that your presentation is compatible with these systems as alternate laptops will not be permitted. We are unable to play your presentation in any Mac based format.
- As the presentation will be displayed on the TV screen and or projector screens, please make sure the fonts on each slide are a reasonable size and can be viewed from the other side of the room.
- Please bring your PowerPoint presentation (if applicable) saved on the NTIA Finalist USB stick provided, along with one (1) copy of the presentation. Please note that these will not be returned following the presentation.
- Please ensure your presentation addresses the category entered – Emirates Travel Consultant Scholarship.
- Please base the presentation on achievements in the 12 months: 15 February 2018 through to 15 February 2019.
- Presenters should wear casual business attire or uniform to the Judging Presentation.
- You are required to present in the order outlined below, if you do not present in the order below, it can effect your score significantly.

*Judges are looking for a presentation which displays commitment, professionalism and passion for your role as a travel consultant.*

## Presentation Questions:

Please provide a brief overview of yourself.

**1. Provide a general overview of your experience in the industry.**

To answer this, provide details of length of time in the industry and details of roles held, as well as any other details you feel are relevant.

**2. How have you improved your industry knowledge in the past twelve months?**

Give details of courses and any other educationals/workshops etc. you have attended. Also include any self-development training undertaken.

**3. Detail the relevant strengths and skills you bring to your role.**

- Provide relevant details of what you feel are your strengths and skills are in relations to your role as a consultant
- Provide details of any significant achievements over the past 12 months.
- Explain how you ensure a standard of quality in your customer service and provide evidence of customer satisfaction.

**4. Provide details of how you have contributed to the successful performance of your company and any industry or external organisations you are involved in.**

*Examples can be growth in sales, turnover, revenue, market share, brand awareness etc. Use of graphs and charts is acceptable, but they must be relevant to your personal performance and its financial contribution to company success.*

- Business success has many indicators; these may include turnover, market share, achievements and accountability to both your clients and your organisation etc.
- Don't forget to answer the second part of the question - the judges want to see evidence of profitability.
- Detail the benefits of any industry/external organisation involvement.

**5. Demonstrate your ability and commitment to selling international air and outline some of the key influences in making your choice of airlines that you sell.**

**All financial and other information provided will be treated as confidential.**

Graphs and charts which indicate the growth of the business may be included (if applicable) and should be accompanied by a clear explanation and be easy to read.

Demonstrating growth through percentages is also acceptable.