

## Guidelines for Presenters

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## 1. IMPORTANT INFORMATION

### 1.1 GENERAL INFO

To ensure the success of the forthcoming EAGE conference, and to satisfy the high expectations of the delegates, it is important that presenters adhere to certain standards and guidelines. These are explained in the following pages and you are requested to read them carefully.

As presenter you are going to communicate the result of your work. In doing so you have to consider carefully who your target audience is and what is of interest to them.

It should be kept in mind that the majority of delegates are practising geoscientists who like to leave the conference with new ideas and developments that are applicable in their respective business activities. Targeting your presentation to a narrow audience of specialists is justified only for very specialised sessions.

Additionally, the amount and detail of information that can be communicated in a 20-minute presentation is very limited. This means that complexities, detailed derivations and involved arguments will fail to reach your audience. Simple statements and illustrations are easier to understand and these must convey the essence of your presentation.

*All presentations must be in English and should follow the 'Professional and Ethical standards' as stipulated in [article XI of EAGE's By-laws](#). Programme times must be strictly adhered to.*

### 1.2 REGISTRATION

All speakers must register for the conference by **26 August 2019**.

### 1.3 CANCELLATIONS

Should you be unable to give your presentation, please notify us by email ([abstracts@eage.org](mailto:abstracts@eage.org)) before 31 July 2019.

Withdrawal of abstracts before 31 July 2019: your abstract will be removed from EarthDoc.

Cancellations of presentations after 31 July 2019 without brief explanation will be considered as a no-show and you risk being disqualified from presenting at all EAGE events for the next 3 years.

*Please note: EAGE cannot be held liable for any loss, damage, direct, indirect or consequential damage as a result of withdrawal, removal or non-removal of the abstract in any way.*

## 2. ORAL PRESENTATIONS

A good oral presentation has a clear objective, a well-defined structure and uses clear and simple illustrations. We strongly advise the use of the power point template provided by EAGE for your oral presentation.

## 2.1 OBJECTIVES AND STRUCTURE

Your objective defines what you wish to achieve with your presentation. To achieve a realistic objective you must consider the characteristics of your audience: their motives for attending your presentation, their interests, their knowledge level and their intentions.

The structure of a good presentation is as follows:

- Define the subject, give a general outline and state the goals of your presentation in your introduction.
- Work out your presentation in more detail.
- Summarise and draw conclusions, which refer back to your introduction.

We recommend you to make an overview with the estimated timing of your presentation and to prepare yourself for questions from the audience. Rehearsal of your presentation is strongly recommended! Please note that presenting to a live audience can take a little longer than during a rehearsal.

## 2.2 PRESENTATION

It is important to adhere to the time schedule: 20 minutes in total per presentation (in example 15 minutes speaking time and 5 minutes question time).

Generally, audience's attention is high at the beginning of a presentation, will decrease and is at its worst about two thirds of the way through. When you reach the conclusion, their attention will increase again. You can help your audience to concentrate by restricting detail to a minimum, using variety in visual aids and tone of voice, maintaining eye contact and by summarising frequently.

## 2.3 VISUAL AIDS

Each lecture room is equipped with a data projector and a computer (for the PowerPoint presentation); therefore no additional computers will be required.

The presentations need to be uploaded to the computer in the room prior to the start of the session. Please bring your presentation with you on a USB (flashdrive) and upload it in the room where your session is scheduled to take place.

## 3. **POSTER PRESENTATIONS**

A poster is an ideal medium for an informal exchange of ideas and for discussions. The EAGE believes that a poster presentation is equal in importance to an oral presentation.

### 3.1 PREPARATION

In order to obtain a design for your poster which aims to generate active discussion it is recommended to:

- Include the paper reference (abstract number) and presentation title on your poster.
- Place the highlights at eye level (i.e. the upper half of the wall element).
- Divide each poster into at least three equal columns for readability of text. Illustrations may extend over 2 or 3 columns.
- Text and character size:

- Word-process all text (including captions) and print on a plain light coloured background.
- Use a minimum font size of 18 points. (text should be readable from 2 meter away)
- Illustrations:
  - Should have a resolution of 300 dpi to be suitable for printing on A0
  - Should be placed large enough on the poster so it is readable from five feet away
- Poster Format:
  - The maximum allowed paper size is A0.
  - There is one (1) poster board available per presentation; you are required to use `Portrait` layout for your poster.

### 3.2 PRESENTATION

As the presenter of a poster you have the distinct advantage of being able to draw the attention of your audience to particular illustrations. These can be studied and discussed in more detail.

To have a successful presentation, make sure your poster is attractive, well laid out and largely self-explanatory. The explanation of your poster should complement your visual display.

The poster presentation should be given during the allocated timeslot. Please note that the presenter **MUST** be on site to present the poster. Simply hanging up the poster does not suffice as a presentation. Should you encounter difficulties presenting the poster, you are urged to contact your session chairperson **AND** an EAGE representative, located at the EAGE desk.

The poster will be on display throughout the day of your presentation. This should be mounted between 08.30 hrs and 09.00 hrs and should be removed between 17.10 hrs and 17.30 hrs the same day.

Should you fail to remove your poster, it will be thrown away.

### 2.3 POSTER FACILITIES

In order to facilitate presenting your poster, the **EAGE** will provide:

- Display unit: One (1) wall element, inside measurements 95 cm wide and 147 cm high.
- Attaching materials.

## 4. CONTACT

For any questions which may arise, please contact us through one of the following email addresses.

Questions about the Technical Programme  
Questions about the registration

[abstracts@eage.org](mailto:abstracts@eage.org)  
[registration@eage.org](mailto:registration@eage.org)