

Recommendations for Oral Presentations at EAGE Conferences

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1. IMPORTANT INFORMATION

1.1 GENERAL INFO

To ensure the success of the forthcoming Geomechanics and Energy Workshop, 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 should consider your target audience carefully.

It should be kept in mind that the majority of delegates are practicing geoscientists who like to leave the GME workshop or SES 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 particularly 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 workshop before **01 October 2015**. All speakers are entitled to the early registration fee, during and until the deadline of the late fee period (01 October 2015). In order to register for this fee, please logon to the EAGE website using the codes which you received after acceptance of your extended abstract. If you are a member of EAGE, you can log in using your personal login credentials.

1.3 CANCELLATIONS

Should you be unable to give your presentation, please notify us by email (abstracts@eage.org) before **17 August 2015**. (Please note that failure to do so before 01 September 2015 will be considered as a **no-show** and will disqualify you from presenting at all EAGE events for the next 3 years). For the complete cancellation information for Second EAGE Workshop on Geomechanics and Energy, please refer to this [webpage](#).

2. 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.

2.1 PREPARATION

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

- 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.
 - Please use `Portrait` layout for your poster.

2.2 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.

Please note that the presenter **MUST** be on site to present the poster. Simply hanging up the poster does not suffice as presenting your poster. Should you encounter difficulties presenting the poster, you are urged to contact an EAGE representative.

The poster will be on display throughout the whole GME workshop and SES conference programme. The poster should be mounted between 08:00 hrs and 08:20 hrs on the Tuesday morning and should be removed after the end of the combined conference, but before Thursday 18.00 hrs the latest. 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 wall element for A0 poster size on which the poster should be attached
- Abstract number of your poster
- Attaching materials: Valcro stickers (no tacks, nails, pins or staples are allowed).

2.4 POSTER INTRODUCTION

To give a good introduction to the posters during the workshop, we would like to give the presenters of a poster the opportunity to introduce his/her poster during the poster introduction slot of the workshop programme (session “Geomechanics for Geothermal Energy”).

This introduction will have to be very short, **max. 3 minutes per poster presentation.**

This time limit will be strictly adhered to, after which the next poster introduction will follow.

Attached to the email that was sent to you with these speaker instructions, you will find the link to the PowerPoint template for the poster introduction slide. You can only use that single PowerPoint slide for your introduction. You will have to send your slide to the EAGE before 21 September 2015. The EAGE will then collect all the slides and prepare the PowerPoint presentation for these poster introductions. The slides will appear in the order of abstract numbers.

Below you will find some important information about how to use the PowerPoint slide:

- Please note that **you cannot add slides and you cannot add bullet points!**
 - Use the three bullet points given.
 - The text in the bullet points is a suggestion for how to use and divide the content of the bullet points. Do feel free to use your own keywords.
- The bullet points will have to contain short keywords and no long sentences, since you have only 3 minute to introduce the poster presentation.
- Fill in your abstract number and the title of your paper at the top of the slide. Please use the same information as is stated in the programme.

Please do send your PowerPoint slide for the poster introduction to abstracts@eage.org **before 21 September 2015.**

3. CONTACT

For any questions which may arise, please let me direct you to the relevant email addresses.

- General issues conferences@eage.org
- Registration issues registration@eage.org
- Website login issues membership@eage.org
- Technical programme abstracts@eage.org