Recommendations for Oral Presentations

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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 practicing 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 programme times must be strictly adhered to.

1.2 REGISTRATION
All speakers must register for the conference before 31 August 2015. All speakers are entitled to the early registration fee, during and until the deadline of the late fee period (31 August 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 indicating this on the presenter name confirmation form before 30 June 2015. Your abstract will be removed from EarthDoc and from the proceedings (USB’s/flashdrive).

Withdrawal of abstracts after 30 June 2015: your abstract will be removed from EarthDoc only, not from the proceedings since they have been taken into production by then. If the latter is the case and the author and/or the author’s company insists in removing the abstract, the production costs of new USB sticks/flashdrives will be invoiced to the author (‘s company).

Please note that cancellation of presentations after 15 July 2015 will be considered as a no-show and will disqualify you from presenting at all EAGE events for the next 3 years.
2. ORAL PRESENTATIONS
A good oral presentation has a clear objective, a well-defined structure and uses clear and simple illustrations.

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: 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 AIDES
Each lecture room is equipped with a data projector and a computer (PowerPoint and Acrobat Reader); therefore no additional computers will be required.

The presentations need to be uploaded onto the network and tested; this will be done in the room itself. We accept presentations on USB keys only.

3. CONTACT

For any questions which may arise, please let us direct you to the relevant email address:

Questions about the conference: nearsurface@eage.org
Questions about the Technical Programme: abstracts@eage.org