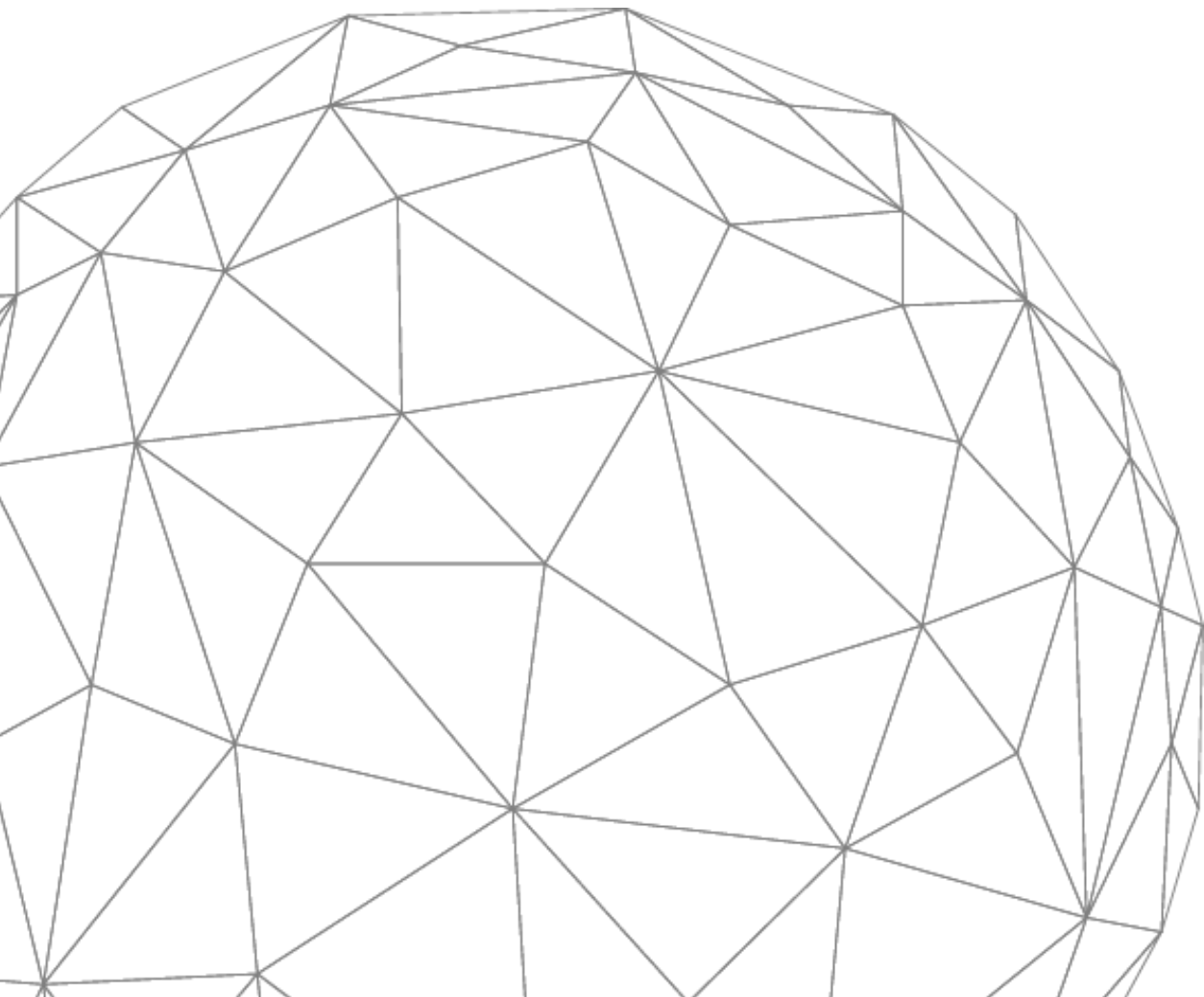**EAGE**

EUROPEAN ASSOCIATION OF **GEOSCIENTISTS** AND **ENGINEERS**

SPEAKER GUIDELINES

Second EAGE Workshop on Unmanned Aerial Vehicles
15 – 17 November 2021
Online

WWW.EAGE.ORG

Presenters will be allocated 20 minutes each for their presentations and a 5 minute Q&A.

The structure of a good presentation is as follows:
- Define the subject, give a general outline and state the goals of your presentation in the introduction
- Show the details of your work
- Summarise the findings/conclusion

Please remember the findings/conclusions are often the most important part, leave time to get through these slides without rushing.

If you wish to run a movie please notify us via email as we will need to test that it works prior to your session.

1. Get plenty of rest before and have a bottle of water next to you
2. Have a **clean desktop** - close all applications except what you'll need e.g. presentation slides or website pages.
3. Make sure you're in a **quiet place** where there won't be much background noise or interruptions (e.g. a ringing office phone).
4. Join the event 15 minutes before the appointed time to get set up.
5. Run a check-up test of your audio levels: It is preferable to use the same setup during the run-through and the live event. **It's recommended to use a headset** with an integrated microphone unless you're in a completely noise-free area – the sound quality for other participants will be so much clearer that way. If you are using a wireless device, make sure it's charged.
6. Test your video quality - make sure there is light, the camera is aligned well with your face.
7. Make sure you're on full screen presentation mode and participants are seeing the correct view.
8. To look better on video try not to touch your face, hair. Consider limiting your gestures reasonably.

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✔ It is acceptable to use your company template for the PowerPoint slides provided that the logo is discreet.

✔ Your presentation should not be commercial or a sales pitch in any way.

✔ Check that all animation sequences are working correctly.

✔ Run through the presentation to check you are within the 20 minute limit.

χ Think about the colours you will use in the presentation – yellow cannot be seen on a white background

χ Don't place too many small images onto the same slide.

χ Please limit the number of slides

If you have any queries please contact:

Ms. Maliha (Event Manager EAGE) via mai@eage.org