

Recommendations for (Physical) Oral and Poster Presentations at EAGE Events

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1. IMPORTANT INFORMATION

1.1 GENERAL INFO

To ensure the success of the forthcoming EAGE event, 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 15 October 2020. All speakers are entitled to the early registration fee, during and until the deadline of the late fee period. In order to register for this fee, please make sure to fill in the [Presenter Name Confirmation Form](#).

1.3 CANCELLATIONS

Should you be unable to give your presentation, please notify us, also via the Presenter Name Confirmation form by **15 September 2020**. (Please note that failure to do so may be considered as a **no-show** and may *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: 20 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 (Windows, PowerPoint and Acrobat Reader); therefore no additional computers will be required.

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

Kindly note that only presentations in Windows compatible format are allowed. Therefore, presentations made with Apple software must be converted to a Windows compatible format beforehand. Please keep in mind that we do not have an iOS-compatible system to do that during the conference.

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:

- Place the highlights at eye level (i.e. the upper half of the wall element)
- Divide your 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);
 - Please include the abstract title and the authors;
- 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 (larger posters may not fit on the poster board!);
 - Please use `Portrait` layout for your poster: there is 1 poster board available, per presentation.

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.

Please note that the presenting author **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 an EAGE representative, located at the registration desk.

The poster will be on display throughout the event. It should be mounted before the first session starts and removed at the conclusion of the last session.

Please keep in mind that if you should fail to remove your poster after the day has finished, it will be thrown away.

3.3 POSTER FACILITIES

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

- Display unit: One poster board, fits A0 poster size, portrait format.
- Paper number (not the title of your abstract and the list of authors!)
- Attaching materials - Single and double sided tape (no tacks, nails, pins or staples are allowed).

4. CONTACT

For any questions which may arise, please see the relevant email addresses below.

Questions about the Workshop

eage.events@eage.org

Questions about the Technical Programme

abstracts@eage.org