EAGE

Recommendations for Oral Presentations at EAGE Events

Content

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 <u>must</u> register for the conference by 15 November 2019. 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 November 2019***. (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: 25 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 <u>not</u> have an iOS-compatible system to do that during the conference.

3. 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