

## DEDICATED SESSIONS at EAGE ANNUAL CONFERENCE

### 86<sup>th</sup> EAGE Conference & Exhibition 2025, Toulouse, France

Dear Topic Champion,

Thank you for having agreed to organise a dedicated session in the technical programme of EAGE's Annual Conference. Your support is much appreciated.

Dedicated sessions are special sessions about topics that, without your help, **might otherwise not get the same representation in the technical programme.**

To help you organise the session, we have created these guidelines. If you have any questions about your session or the technical programme in general, please contact the EAGE Annual team at [abstracts@eage.org](mailto:abstracts@eage.org).

Kind regards,

**EAGE Annual Team**

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## 1. Dedicated sessions in general

Dedicated sessions are organised as part of the technical programme. The setup and layout of the sessions should be similar to the other technical programme sessions. This means that the dedicated session consists of 4 - 8 presentation slots and has 1 or 2 session chairs (champions).

As a champion you are requested to:

1. Provide EAGE with details about the session;
2. Find speakers / presentations for your session;
3. Compose the final session;
4. (Co-)Chair the session.

### 1.1. Provide EAGE with details about the session

The dedicated sessions will be included on the event website in a separate page in the technical programme section. Could you please provide the following information to EAGE:

- The session title;
- A brief description of the session, approx. 50 words. This description will be published on the event website to promote the session.
- The name and contact details of the session chairs (yourself and any additional co-chairs).

### 1.2. Find speakers / presentations

As champion of the dedicated session, you are responsible for the content by actively searching for presentations and inviting speakers.

Speakers in a dedicated session are required to submit an extended abstract. These submissions must be in line with the requirements that apply to the regular Call For Abstracts. These requirements are listed in the mandatory conference template and in the [Submission Instructions](#) of the EAGE Annual website.

Submissions for the dedicated session will be included in the review process. As champion of the topic you will be listed as one of the reviewers for these submissions. The review results will be shared with you.

Submitted extended abstracts of the accepted presentations will be included in the conference proceedings and will be published on EarthDoc.

### 1.3. Compose the final session

As champion, you decide the order in which the presentations will be scheduled. The final session setup should be ready mid-February 2025. The selection meeting will then take place and the technical programme will be defined.

The details that should be included in the final session setup are:

- Presentation title;
- The names of the speaker (1 speaker per presentation);
- The order in which they will be scheduled;
- The length of the time slot per presentation (see also below for options).

The dedicated session will be scheduled as an oral session during the technical programme. It can be scheduled as either a morning session or an afternoon session. At this stage the exact session times are not yet available.

The dedicated sessions are divided into eight 20 minute slots (see below) with a 20 minute break. We recommend a 20 minute slot for regular presentations (15 min talk + 5 min Q&A) or 40 minutes for keynote presentations (35 min talk + 5 min Q&A). Slots can also be assigned for open audience discussion, panel discussion or evaluation.

The setup of the session can be one of the following options, or a combination of these options:

TP time slot	Dedicated session - option 1	Dedicated session - option 2
1	Presentation Slot 1	Keynote Slot 1
2	Slot 2	
3	Slot 3	Slot 2
4	Slot 4	
Break	Break	Break
5	Slot 5	Slot 3
6	Slot 6	
7	Slot 7	Slot 4
8	Slot 8	

The allocation of the session in the technical programme will be done by the Technical Programme Committee and finalised after the selection meeting.

## 2. Submissions and presentations

Abstract submissions are required for all invited speakers in your session.

Please note that the submission of the invited speakers should be completed by **15 January 2025, 23:59 (CET)**. Submissions after this deadline are no longer possible. Please note that only reviewed and presented extended abstracts will be included in the proceedings and published on EarthDoc.

The submitted extended abstract must adhere to the general requirements that apply to submissions for the technical programme. These requirements are mentioned in the [Submission Instructions](#). The link to the Call for Abstracts Portal for Dedicated Sessions will be sent to the champions after the proposals are received (15 October).

The topics of the dedicated sessions will be listed in the dedicated submission portal with the addition of the remark "Invited speakers only". To submit for a specific session, the invited speaker needs to select the name of the dedicated session from the topics list in the portal.

## 3. Communication to authors

As soon as the selection has been finalised and session names are included, the results of the selection process will be communicated to the authors of all submissions for the TP. The presenters in the dedicated sessions will be included in this communication and will receive all information for presenters.

#### 4. Register for the conference

Please note that anyone who wants to attend a technical session must register for the conference, including chairpersons, champions and (invited) speakers. However, they can register against a reduced fee during the regular fee period.

Support for speakers will be available via the PACE programme. In due time the event website will include information on conditions and the deadline for applications. For general information on the PACE programme, please visit the page on [Individual Support](#) or send an email to [grants@eage.org](mailto:grants@eage.org).

For unemployed speakers or champions it is also possible to apply for support via the Economic Hardship Programme. For more information on this programme, please visit [this page](#).

#### 5. Important dates and deadlines

As the dedicated sessions are part of the technical programme, please find below the deadlines that apply to the dedicated sessions:

Item	When	Who
Send the name of the session and a short description to EAGE at <a href="mailto:abstracts@eage.org">abstracts@eage.org</a> or to your EAGE contact.	Before 15 October	Champion
Actively seek presentations / presenters and forward submission link to them.	As soon as possible	Champion
Submission deadline	15 January 2025, 23:59 (CET)	Presenter
Send session setup to EAGE ( <a href="mailto:abstracts@eage.org">abstracts@eage.org</a> )	TBD February 2025	Champion
TPS meeting	TBD - February 2025	EAGE
Mailing to submitters about their presentation	Early March 2025	EAGE

#### 7. Questions – contact EAGE

Please use the following email addresses for your questions about:

- The submission process [abstracts@eage.org](mailto:abstracts@eage.org)
- Registration questions [registration@eage.org](mailto:registration@eage.org)
- Travel grants [grants@eage.org](mailto:grants@eage.org)
- General [eage@eage.org](mailto:eage@eage.org)

Please include “Toulouse 2025” as a reference in the subject of your email message.