

## **Recommendations for Oral Presentations at EAGE Conferences**

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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 should consider your target audience carefully.

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 particularly specialized 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.

*Programme times must be strictly adhered to.*

### 1.2 REGISTRATION

All speakers must register for the conference before **1 May 2020**.

### 1.3 CANCELLATIONS

Should you be unable to give your presentation, please notify us by email ([info@geoinformatics.org.ua](mailto:info@geoinformatics.org.ua)) before **1 May 2016**. (Please note that failure to do so before 1 May 2020 will be considered as a **no-show** and will *disqualify* you from presenting at all EAGE events for the next 3 years).

### 1.4 PREPARATORY MEETING

Speakers must attend a short preparatory meeting with their session chairmen at the communicated time.

## **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.

Please be very careful that your presentation is scientific and not commercial. In addition the company logo or trademarks are allowed only on the first and on the last page of the presentation.

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 7, Office 2010, PowerPoint and Acrobat Reader); therefore no additional computers will be required.

## **3. CONTACT**

For any questions which may arise, please let me direct you to the relevant email addresses.  
- [info@geoinformatics.org.ua](mailto:info@geoinformatics.org.ua)