

## Recommendations for Oral&Poster Presentations

# Content

## 1. IMPORTANT INFORMATION

- 1.1 GENERAL INFO
- 1.2 REGISTRATION
- 1.3 CANCELLATIONS

## 2. ORAL PRESENTATIONS

- 2.1 OBJECTIVES AND STRUCTURE
- 2.2 PRESENTATION
- 2.3 VISUAL AID

## 3. POSTER PRESENTATIONS

- 3.1 PREPARATION
- 3.2 PRESENTATION
- 3.3 MOUNTING & DISMOUNTING
- 3.4 POSTER FACILITIES

## 4. CONTACT

## 1. IMPORTANT INFORMATION

### 1.1 GENERAL INFO

To ensure the success of the forthcoming 7th Saint Petersburg International Conference & Exhibition, 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 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 very 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.

*Saint Petersburg 2018 is a bilingual conference; presentations will be given in either English or Russian (with simultaneous translation provided). The programme times must be strictly adhered to.*

### 1.2 REGISTRATION

All presenters are entitled to the early registration fee, during and until the deadline of the late fee period (**25 March 2018**). In order to register for this fee, please logon to the EAGE website using your personal login credentials. Please note that after this deadline, the onsite fee will be applicable for presenters also.

### 1.3 CANCELLATIONS

Should you be unable to give your presentation, please notify us by email ([spb2018@eage.org](mailto:spb2018@eage.org)) before **15 January 2018**. (Please note that failure to do so will be considered as a no-show and will 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.
- Summarize 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 of 25 minutes total per oral presentation; (20 minutes presentation time and 5 minutes for questions / discussion).

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 summarizing frequently.

### 2.3 VISUAL AID

Each lecture room is equipped with a data projector and a computer (Windows XP), PowerPoint and Acrobat Reader); therefore, no additional computers will be required.

The oral presentations will have to be uploaded onto the computer in the conference hall where the session will take place preferably one day before the presentation. Computers in the conference halls are available for uploading during the breaks in the Technical Programme working hours. All presentations need to be uploaded at least one hour before the start of your session. We accept presentations on USB keys.

## 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 presentation which aims to generate active discussion it is recommended to:

- Use a Poster Format:
  - Use paper size A0 only. (*Height x Width: 118.9 x 84.1 cm / 46.8 x 33.1 inches*)
  - Use `Portrait` layout for your poster.
- Place the highlights at eye level (i.e. the upper half of the wall element)
- Divide each 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 colored background.
  - Use a minimum font size of 18 points. (text should be readable from 2 meter away)
- Illustrations:
  - Should have a resolution of 300 dpi to be suitable for printing on A0 (*Height x Width: 118.9 x 84.1 cm / 46.8 x 33.1 inches*)
  - Should be placed large enough on the poster so it is readable from five feet away

### 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.

The poster presentation should be given during the allocated timeslot. Please note that the (co-) 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 your session chairman AND an EAGE representative.

### 3.3 MOUNTING & DISMOUNTING

The poster will be on display throughout the day of your presentation. This should be mounted between 08:00 hrs and 08:30 hrs on the day of your poster presentation and should be removed before 18:00 hrs the same day. Should you fail to remove your poster in time, the venue cleaning crew will dispose of it. Attaching materials (Velcro) can be obtained from the Poster Area host(ess), at the Poster Info Desk.

### 3.4 POSTER FACILITIES

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

- Display unit: one wall elements fitting 1 A0 sized poster
- Fascia (*Height: ±17 cm / 7 inches*): Poster number, title and authors' list.
- Attaching materials: Single and double sided tape (no tacks, nails, pins or staples are allowed).

## 4. CONTACT

For any questions which may arise, please let me direct you to the relevant email addresses.

--General issues and Cancellations : [spb2018@eage.org](mailto:spb2018@eage.org)  
--Registration issues : [registration@eage.org](mailto:registration@eage.org)