



2019 Oil & Gas Environmental Conference Speaker & Presentation Guidelines

Speaker Responsibilities Prior to Conference

- Submit an abstract, including a session description and introductory speaker bio. Session descriptions are limited to 50 words or less.
- Provide a color photo for promotional communications.
- The main speaker and one co-speaker will receive complimentary conference registration. Additional co-speakers are asked to register for the conference at oilandgasconference.org. **All travel expenses and hotel accommodations are at the speaker's expense. Speakers are responsible for making their own travel and hotel reservations.**
- Complete and return speaker letter of agreement by **August 31, 2019**. Please indicate in the Speaker Agreement whether or not we can publish your presentation.
- Submit (optional) technical paper by **October 15, 2019**.
- Submit final PPT presentation using conference template for final review/approval by **October 15, 2019**.

Speaker Introductory Biography (limit – 100 words)

Keep your biography short, something that can be read aloud in one to three minutes. Make it a professional and friendly introduction. The room monitor assigned will use the biography for your introduction. When you prepare your biography, make sure it answers the question: "Why am I qualified to speak on this subject?" Good biographies build credibility. Do not forget to include something unique, fun or personal about yourself.

Session Description Copy (limit – 50 words)

Your session description will be printed in the conference program and possibly on the conference website. The program is prepared based on the information you provide in the Call for Abstracts information. When submitting, please review to make sure it is clear, concise and accurate. Session description copy should include the key session learning objectives.

Format Guidelines for Full Technical Paper

- No longer than 15 pages in length
- 11 Point Times New Roman font
- Normal 1 inch margin setting
- Include a cover page with paper title, presenter name and company affiliation



- Paper will be published on conference website at the conclusion of the conference if permission has been granted.

Basic Presentation Guidelines

- Each presentation: 45 minutes, including 15 minutes for questions/answers. It is critical that talks stay on schedule so attendees may move between sessions as needed.
- Make sure your presentation is representative of what was promoted to the attendees in the conference program (what you submitted as your presentation description). If recent events cause you to divert from the promised agenda, let the audience know what you are doing and why.
- Do not use off-color jokes, sexist remarks or and racial, political or religious references. Do not use humor at the expense of any members of the audience.
- Be conscious of the make-up of your audience. Your audience may come from different industries, professions and geographical regions.
- Speaker should check-in with the Room Monitor BEFORE the presentation session begins.
- A/V technician or room monitor will have a PC laptop set up before each presentation.

Speaker Responsibilities at Conference

- Upon arrival, speakers must check in at the conference registration desk.
- Presenters should bring a backup copy of their PPT presentation on a USB flash stick/travel drive to the conference.
- Each presenter should check in with the session room monitor approximately 15 minutes prior to the beginning of the session.
- An A/V technician or room monitor, located in each session room, will be available at the start of the session.

Prepare Attractive PowerPoint Slides

Be Considerate of Audience Members

- Avoid complicated visuals that require extensive reading by audience members.
- Make visuals attractive and easy to understand.
- Make visuals (charts/graphics) large enough to be read by a person sitting on the back row. Minimum font size should be 22 point for bullets and 16 points for legends and axis data.

PowerPoint Hints: The two most common default font families for PowerPoint are:

- Times New Roman (serif) and Arial (sans-serif)
- Display should be set to a 1024 x 768 resolution (SVGA or XGA) and 16:9 widescreen aspect ratio



A/V Equipment Provided in Each Session/Meeting Room

- Plan to use the conference laptops for PowerPoint presentations.
 - Conference laptops are PC-based
 - Apple platform may not be supported.
- 1 data projector cabled to a laptop computer
 - Laptops contain USB ports for flash sticks
- 1 microphone for speaker
- 1 screen
- 1 podium

Other A/V equipment will be available upon request at speaker's expense. Requests must be noted in advance as part of the speaker letter of agreement. Please do not plan to use your personal laptop.

Commercialism Policy

What Is Allowed?

- Name of authors and presenters, affiliations, company names, supporting organizations and corporate logos.
- Research, programs, policy, legislation or name of organizations, software, government agencies and government-sponsored agencies may be referenced to maintain presentation clarity and relevance.
- Specific reference may be made to industry-related standards, test methods, etc.
- Current technical information disseminated to the Oil & Gas Environmental Conference audience may include proprietary aspects that are presented to inform and educate the participants. The proprietary nature of the information may be identified to make evident the limitations of its use.

What Is NOT Allowed?

- Promotion of any product or service within the presentation and/or through distribution of written promotional material.
- Inference that the Oil & Gas Environmental Conference and/or any of its sponsors and/or Advisory Board and/or UT Arlington approves or endorses any product, software or system for any reason.
- No commercials! Your best "advertisement" is to deliver a professional and relevant presentation. The purpose of the conference breakout sessions is to educate.