

Powering the energy transition through  
subsurface collaboration

16–18 May 2023  
P&J Live Conference & Exhibition Venue, Aberdeen

Organised by   



## IN PERSON SPEAKER - GUIDANCE NOTES

Thank you for agreeing to present in-person at the [Energy Geoscience Conference 2023](#). Please find below the logistical information to aid your presentation. We look forward to welcoming you to the event soon.

### Venue

P&J Live is located close to Aberdeen International Airport, six miles northwest of the city centre, and just a few short minutes from the city's new western peripheral route. You can reach the venue using a range of transport options. Visit the [P&J Live website](#) to find out more information on access.

### Vehicle Parking

Pay & Display is in operation at P&J Live. For further details on tariff information and how to pay, please visit our website: <https://www.pandjlive.com/visiting/parking/>

### P&J Live Address

[East Burn Road, Stoneywood, ABERDEEN, AB21 9FX](#)

Click here to view a map of the [area](#).

### On the day

When you arrive at P&J Live, please make your way to the first floor (upper concourse) where the registration desk will be located and where you will receive your badge.

**Please ensure you let event staff at the reg desk know you are a speaker.**

**Please visit the [programme page](#) on the website in advance for the full list of speaker talks and relevant rooms.**

### Checking in with AV Team

Please note your lecture room and ensure you make your way to the AV desk in that room at the start of the break before your talk to do a final view of your presentation slides and check you are happy with stage lighting etc.

**Please visit the [programme page](#) on the website for information about breaks.**

### Checking in with the Session Chair

In addition to checking-in with our AV technician, we also expect our speakers to check in with the **Chairperson(s) of their session at least 20 minutes before the start of the session in the relevant conference room.**

This is so our session chairs can meet the speakers and confirm the speakers are physically present to give their talk.

### Presentation Material

- Ideally, your presentation will be in PowerPoint 2010 or later versions in 16:9 widescreen format.
- Please email your presentation slides to [enquiriesegc1@geolsoc.org.uk](mailto:enquiriesegc1@geolsoc.org.uk) no later than **Wednesday 10<sup>th</sup> May**. We will then share these with the venue.  
**Please label with speaker name (in-person), room and talk time.**
- If your presentation is too large to send as an email attachment, we recommend you use this free service <https://wettransfer.com/> and direct to [enquiriesegc1@geolsoc.org.uk](mailto:enquiriesegc1@geolsoc.org.uk).  
**Please label with speaker name (in-person), room and talk time.**
- Please bring your presentation with you to the event on a USB drive as back-up as well as any video files that are in the presentations.
- Please note that we will not hold onto any presentations, they will be deleted after the conference.

### Audio-visual Kit

The following audio-visual equipment will be made available in all conference rooms:

- Laptop
- Data projector and screen
- Microphone (lectern and lapel)
- Wireless presentation clicker
- Laser pointer
- PA system

### Media Took Kit

To increase your company's exposure and to attract a bigger audience, we encourage you to use this specially designed media toolkit. You will find a range of promotional options which can be used in many different ways. For example: email signature, social media banner, attached to any relevant marketing material. View the [EGC1 Presenter Media Tool Kit](#).

**Social media handle #EGC2023**

### Timeline

Please submit requested information below to: [enquiriesegc1@geolsoc.org.uk](mailto:enquiriesegc1@geolsoc.org.uk)

	Deadline	Purpose
Abstract edits	Friday 7 April	Deadline for any abstract edits.
Submit presentation slides	Wednesday 10 May	To be uploaded prior to the event for ease and convenience

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Submit mobile phone number	Friday 12 May	To be used during the event in case of emergency and should we need to locate you.
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### Session Format

Your presentation has been scheduled either for **20 minutes (+- 1 minute) and then 2-3 minutes for questions**, or if it is shown in the programme as a research highlight talk then for **10 minutes and 1-2 minutes max for questions**.

The Chair will introduce you at the beginning of your speaking slot and the Q&A will also be led and facilitated by the Chair. Please stick to your allocated time as we are on a strict time schedule. The chair will let you know if you are reaching the time limit of your allocated time slot.

### Speaker Registration

As a speaker you are eligible for the reduced registration fee, if you have not done so already, please contact [enquiriesegc1@geolsoc.org.uk](mailto:enquiriesegc1@geolsoc.org.uk) for more information regarding presenter registration.

**PLEASE NOTE THE DEADLINE TO USE THE DISCOUNTED SPEAKER REGISTRATION CODES IS THE 31ST MARCH.**

### Presentation Permission

Energy Geoscience Conference 2023 will be recorded and, to enhance the delegate experience, the presentations will be made available after the event. You would have previously indicated through the online system Oxford abstracts on whether you consented to your talk being made available on-demand, if you wish to change your response please do so no later than end April via [enquiriesegc1@geolsoc.org.uk](mailto:enquiriesegc1@geolsoc.org.uk)

### Accommodation

We are working with the accommodation agency Reservation Highway to provide discounted hotel accommodation at hotels close to P&J Live Aberdeen, exclusively for EGC 2023 attendees.

Please use this [link](#) for more information regarding accommodation.

Book by **Thursday 13th April 2023** to secure event rates, after rooms and rates are subject to availability. For more information please contact: [enquiriesegc1@geolsoc.org.uk](mailto:enquiriesegc1@geolsoc.org.uk)

**Thank you once again for your support and contribution to the Energy Geoscience Conference.**

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