

VIRTUAL SPEAKER - GUIDANCE NOTES

Thank you for agreeing to present 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!

Please visit the [programme page](#) on the website for the full the list of talks. Please ensure you are clear with when your talk time and which room this is.

On the day – Virtual Presenting

- If possible please use a headset with a microphone when presenting to eliminate any other sounds. If you do not have one, please can you try to present in a quiet room with reduced background noise.
- Please stick to your allocated time (available on the conference programme) as we are on a strict time schedule. We will let you know if you are reaching the time limit of your allocated time.
- It is advised to only share the ppt (or equivalent that is being used) not the whole desktop.
- Please have your presentation open and ready for your talk. If you do use the desktop then for confidentiality please make sure all emails and notifications are turned off and there is nothing on your desktop you would not want to share with the audience
- The session chairs will be monitoring the Q&A for any questions relating to your talk. They will then read out the questions for you to answer. Please remember to speak directly into your microphone.

Checking in with the Session Chair

- You will connect to the conference using Zoom and you will be sent a Zoom link 1 week prior to the event.
- Please ensure you login **at least 30 minutes before the start of the your scheduled speaking slot** to run a sound and visual test.
- An AV technician and a member of the EGC1 Events Team will be online to assist you.
- The Session Chair will be notified once you are ready to present.

Presentation Material

- Please note: we would prefer all of our virtual speakers to **present live** and we need all virtual presenters to be present for the Q&A's immediately after their presentation. We recognise that if a presenter has unreliable power or broadband it may be preferable for them to pre-record their talk and provide it to us ahead of the conference. In this scenario we would still need the presenter to be available online to answer questions i.e. we cannot accept pre-recorded talks where the presenter does not intend to be present online.
- If you are pre-recording your talk as a backup – please provide this in MP4 format.
- We recommend you use this free service to send any pre-recorded backup via <https://wetransfer.com/> to enquiriesegc1@geolsoc.org.uk

- Please ensure you label with talk title and time in the subject. Please submit by Wednesday 10 May.

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

	Deadline	Purpose
Abstract edits	Friday 7 April	Deadline for any abstract edits
Submit pre-recorded talk	Wednesday 10 May	Optional, to be uploaded prior to the event as back up only .
Submit mobile phone number	Friday 12 May	To be used during the event in case of emergency and should we need to contact you to locate you ahead of your presentation.

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 for more information regarding presenter registration.

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

Powering the energy transition through
subsurface collaboration

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

Organised by   



Presentation Permission

Energy Geoscience Conference 2023 will be recorded and, to enhance the delegate experience, the presentations will be made available on-demand to paid participants 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 as soon as possible via enquiriesegc1@geolsoc.org.uk

For any other queries please contact: enquiriesegc1@geolsoc.org.uk

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

Powering the energy transition through
subsurface collaboration

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

Organised by   

