



2018 Joint Eastern Section AAPG/SPE Meeting

Guidelines for Oral Presentations

Thank you for participating in the upcoming Joint Eastern Section AAPG/SPE meeting, which will be held at the Wyndham Grand Hotel in Pittsburgh, PA October 7 to 11, 2018. Your abstract has been selected for oral presentation and these guidelines provide a summary of essential information for the preparation and presentation of your poster.

- The technical program will be held Tuesday and Wednesday, October 9th and 10th, 2018. All oral presentations will be 30 total minutes, including 25 minutes of presentation time, followed by question and answer/speaker transition period.
- Session chairs will strictly enforce allotted time limits to assure the technical program stays on schedule.
- Oral presentations will take place in two rooms: King's Garden 1 and King's Garden 3.
- The Brigade room is the designated room for previewing and loading presentations. Access will be available from Monday 1:00 PM – 8:00 PM, Tuesday 7:00AM – 6:00PM, and Wednesday 7:00AM – 8:00AM.
- A complimentary breakfast will be provided for presenters on the morning of their presentation from 7:00 AM to 8:00 AM. The location is currently TBD.
- If you are not the presenter, please let us know so we can indicate this in the program.

Slide preparation and presentation considerations:

- All computers will be PCs (no Macs)- we are currently confirming the operating system (please check the website for updates <https://www.esaapg.org/meetings/>)
- Presentation format will be Microsoft PowerPoint 2010.
- Speakers are urged to visit <http://store.aapg.org/detail.aspx?id=86> for tips on preparing and delivering a quality digital slide presentation.
- An image aspect ratio of 4:3 is recommended to optimize the screen dimensions; if you choose wide screen format (16:9), the images will be projected, but may not appear exactly as you intend.
- **Please name your PowerPoint file according to the following convention: senior author last name_session number_3 key words. (Example: smith_session3_DevShaleProd).**
- Presentations must be submitted in the Brigade Room from a USB drive (e.g. thumb drive) the day prior to your talk.

Meeting Registration:

To register for the Joint Eastern Section AAPG/SPE 2018 meeting and view the full program and activities go to: <https://www.esaapg.org/meetings/>

The website also has information for reserving rooms at the Wyndham Grand Pittsburgh, the meeting venue.

If you have questions, please e-mail Danielle Deemer, ddeemer@repsol.com, or Christopher Willan, cwillan@egt.com.

If you find you are unable to make your presentation, please contact Danielle immediately.