



## GUIDELINES FOR SPEAKERS

Specific information for speakers

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### 1. Introduction

Thank you for participating in EGC2016.

Please take a moment to read the speakers' guidelines below.

### 2. General information

All papers will appear on the Congress USB stick, which will be in the conference packs along with all other congress materials.

Information about accommodation, transportation and other useful information can be found online at [www.europeangeothermalcongress.eu](http://www.europeangeothermalcongress.eu)



### 3. Important deadlines

<b>Paper submission</b>	<b>15<sup>th</sup> June</b>
<b>Submission of PowerPoint presentation</b>	<b>Until 12<sup>th</sup> September</b>
<b>EGC2016 - Conferences</b>	<b>20-22 September 2016</b>

### 4. Session information

Please check the [online programme](#) for the date and exact timing of your presentation. The online programme is regularly updated and contains details of all sessions and speakers.

Each session will be led by one chairperson who is responsible for preparing the session, introducing the speakers during the session, controlling the timing of the sessions and facilitating questions.

### 5. PowerPoint presentation submission – 12<sup>th</sup> September

Please submit your presentation by sending it to [info@europeangeothermalcongress.eu](mailto:info@europeangeothermalcongress.eu)

All speakers are expected to produce a PowerPoint presentation. If you wish to deliver your presentation without the support of slides, we kindly ask you to inform the organisers in advance.

Your PowerPoint presentation is required before congress in order to facilitate the arrangements for downloading your file onto the computer in the conference room. You will be able to make last minute changes to your presentation at the congress.

#### Back up copy

As a precaution, all speakers must also bring a copy of their PowerPoint presentation to the event on a USB memory stick.

#### Changes to your presentation

Please note that you will be able to make changes to your presentation on the day of your session up to one hour before the session starts. If you need to make changes to your presentation before your session, you must bring your new presentation on USB memory stick to the Speakers' Room no less than 1 hour before the start of your session.



## 6. PowerPoint presentation guidelines

Please use the provided slide template which is available online at

<http://europeangeothermalcongress.eu/library/>

Please follow the guidelines below when preparing your presentation.

### Graphics

- If your original graphs and graphics are too detailed or condensed they should be converted to a more clear and simple format.
- Limit the use of clip art.
- Be careful with screen shots – when viewed on full-screen they will look different.

### Layout

- No more than six (6) to eight (8) words per line.
- Ideally a maximum of six (6) lines per slide.
- Try to keep all text horizontal, even with charts.

### Effects

- Use the 'text-build' feature to prevent the audience reading ahead of you.
- Do not include audio sounds such as bells, whistles, zooming sounds etc.
- Any movies (AVI or MPEG files) should be embedded in the presentation.

### Presentation timings

It is extremely important to the success of the conference that speakers respect the time schedule. For standard presentations, **the allotted time is 20 minutes**. Session chairs are requested to cut short any presentations that overrun.

This includes:

**1 minute for your introduction**

**15 minutes for your speech**

**5 minutes for questions**

### Policy of non-commercial content for all presentations

**Speakers should not use their presentation purely as an advertisement for the services or products of their companies.** Only one slide of your presentation may be used to briefly present your



company/organisation. Please limit advertising to this slide. The organisers reserve the right to cancel any purely commercial presentation which does not comply with this policy and the speaker may not be invited to future events.

Placing or distributing advertising, informational literature, samples, etc., in session rooms, meeting rooms, corridors or other adjacent areas is not permitted unless agreed by prior arrangement with the organisers.

### Technical requirements

We strongly advise you to deliver your presentation in PowerPoint format.

Simultaneous projection of multiple presentations will not be possible.

We recommend not using active hyperlinks to the internet. If you wish to show web pages, please use screen shots within your PowerPoint presentation.

If your PowerPoint presentation contains audio, video or unusual files, it is important that you inform the conference secretariat ([info@europeangeothermalcongress.eu](mailto:info@europeangeothermalcongress.eu)) in advance to ensure the necessary technical arrangements can be made.

### Substitutions

Speaker substitutions are generally not allowed. If for some reason, you need to cancel your presentation, please let us know as soon as possible and ensure that you provide a recommendation for a replacement. The organisers should approve the proposed replacement.

## 7. Speaker's room

The Speakers' Room will be at your disposal during the conference. A Computer will be available should you need to make any last-minute changes to your presentation. In case you have any questions onsite, please do not hesitate to contact the conference programme representative at the Speakers' Room or ask one of the staff for assistance.

Speakers' Room opening hours:

Tuesday, 20 September	8:30-18:00
Wednesday, 21 September	8:30-18:00
Thursday, 22 September	8:30-16:30

The Speakers' Room will be on the ground floor of the conference venue. The exact location will be indicated by the signage and the registration desk onsite.



## 8. Session start

You should present yourself to your session chair at least 10 minutes before the start of your session.

## 9. One-site checklist

1. Bring your USB memory stick with your presentation. If changes have been made to the presentation in comparison with the version you sent to the organisers, please report to the Speakers' Room
2. Bring your speaker notes
3. Collect your speaker badge from the registration desk.

## 10. Practical information about the venue

### Address of the venue

**Palais de la Musique et des Congrès**  
**Place de Bordeaux**  
**67082 Strasbourg**  
**France**

On arrival at the venue you should pick up your badge at the registration desk.

The registration desk will open on:

Monday, 19 <sup>th</sup> September	16:00
Tuesday, 20 <sup>th</sup> September	08:30
Wednesday, 21 <sup>st</sup> September	08:30
Thursday, 22 <sup>nd</sup> September	08:30

Information about how to get to the conference venue can be found online at:

<http://europeangeothermalcongress.eu/destination/>

## 11. Registration

All speakers must register before the beginning of the congress. You can also register on site but bear in mind that the ticket fares will be more expensive.



Information on registration is available at <http://europeangeothermalcongress.eu/registration/>

## 12. Contact

The conference secretariat can be contacted at [info@europeangeothermalcongress.eu](mailto:info@europeangeothermalcongress.eu)

or on +32 2 318 40 65

## 13. Video Recording

The organiser reserves the right to video record some sessions of the Conference and to publish the videos in appropriate media. If you have any objections, please inform us in advance by email at [info@europeangeothermalcongress.eu](mailto:info@europeangeothermalcongress.eu)