

GUIDELINES FOR ORAL AND POSTER PRESENTERS

Table of Contents

General information.....	2
Important deadlines	2
GUIDELINES FOR ORAL PRESENTATIONS	3
Session information.....	3
PowerPoint presentation submission	3
PowerPoint presentation guidelines	3
Speaker’s room.....	4
Session start and on-site checklist	5
GUIDELINES FOR POSTER PRESENTATIONS	6
Session information.....	6
Poster presentation submission.....	6
Designing your poster	6
Mounting and dismounting of posters	6
Onsite checklist.....	7
PRACTICAL INFORMATION ABOUT THE VENUE.....	8
Contacts	8
Photographs and Video Recording.....	8

Thank you for participating in the European Geothermal Congress (EGC) 2019. Whether you are presenting an oral or a poster, please read carefully the guidelines below.

General information

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

All details of your online submission (title, authors, organisations, abstract) need to be up to date with your final paper for the compilation of the proceedings. You have time until **April 15th** to update your details. The organisers are not responsible for incorrect details in the online submission.

You can edit your details by clicking on EDIT, at the [main submission page](#).

The presenting author must be present and register to the Congress for both oral and poster presentations. If you have not registered by 15th April 2019, your paper will be removed from the congress programme and the proceedings.

If the presenter differs from the main contact author listed in the online submission, please communicate the name of the presenter to the EGC Secretariat as soon as possible and no later than April 15th.

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

Important deadlines

Registration of presenting person	15 April 2019
Update of online details for conference proceedings	15 April 2019
Submission of power point presentation	31 May 2019
Submission of poster presentation: electronic version	31 May 2019
Mounting of poster presentation	11 June 2019
	10:00-14:00
Dismounting of poster presentation	13 June 2019
	After 16:00

GUIDELINES FOR ORAL PRESENTATIONS

Session information

If selected for an oral presentation, you have been allocated a slot of approximately 20 minutes, including discussion. 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.

PowerPoint presentation submission

Please submit your presentation by sending it to info@europeangeothermalcongress.eu before 31 May 2019.

All speakers are expected to produce a PowerPoint presentation in format (16:9). 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.

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.

PowerPoint presentation guidelines

Please use the provided slide template which is available online and 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

14 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

- Power Point presentation in format (16:9). A template is available online.
- 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) in advance to ensure the necessary technical arrangements can be made.

Substitutions

Speaker substitutions after 15th April are generally not allowed. If for some reason, you need to cancel your participation after this date, 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.

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. The exact location of the Speakers' Room will be indicated by the signage and the registration desk onsite.

Speakers' Room opening hours:

- Tuesday, 11 June 8:30-18:00
- Wednesday, 12 June 8:30-18:00
- Thursday, 13 June 8:30-16:30



Session start and on-site checklist

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

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 badge from the registration desk.

GUIDELINES FOR POSTER PRESENTATIONS

If selected for a poster presentation you will be required to display a poster in the exhibition hall for the duration of the conference. You will have the opportunity to present your poster in dedicated poster sessions.

Poster presentations must be ready at 14:00 hrs on Tuesday 11 June and remain intact until 16:00 hrs on Thursday 13 June.

Session information

Poster presentation sessions are:

- **Wednesday 12 June** **13:45 – 14:15**
- **Thursday 13 June** **13:45 – 14:15**

You should make sure that you are next to your poster ready to present it at these times. You are also strongly encouraged to be near your poster during coffee and lunch breaks in order to present your paper to as many people as possible.

Poster presentation submission

Please submit an electronic version of your poster by sending it to info@europeangeothermalcongress.eu before 31 May 2019. It will be made available online after the conference.

You are responsible for printing your poster and ensuring the poster reaches the conference venue by Tuesday at 10:00. You are advised to bring an electronic back up copy of your poster.

You are also responsible for taking it down after the Congress, according to the indicated times. The organisers are not responsible for retrieving posters left unattended after the Congress.

Designing your poster

Presenters are expected to produce a poster in **A0 size (width = 84.1 cm, height = 118.9 cm)** in portrait orientation.

The poster display boards are made of melamine, therefore compatible with double side tape and adhesive Velcro. The dimension of a panel is the following:

97 cm (width) x 147 cm (height)

Text should be 20 points minimum.

The poster should be easily readable from a distance of about 1m. All posters must to be in English.

If you would like to use the EGC logo on your poster, it can be downloaded [here](#).

Mounting and dismounting of posters

You should set up your poster before 14:00 on Tuesday 11 June.



On arrival at the congress centre, and after collecting your badge at the registration desk, staff will be available to help you set up your poster. Mounting material will be available. If you have any questions, EGEC and World Venue staff will be available to help.

You should remove your poster on Thursday 13 June after 16:00. The organisers are not responsible for retrieving posters left unattended after the Congress.

Onsite checklist

1. Bring your poster
2. Make sure you have an electronic back up copy
3. Collect your badge from the registration desk.

PRACTICAL INFORMATION ABOUT THE VENUE

Address of the venue

WORLD FORUM
The Hague, The Netherlands
Churchillplein 10, 2517 JW Den Haag, The Netherlands

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

The registration desk will open on:

Monday 10 June	15:00
Tuesday 11 June	08:30
Wednesday 12 June	08:30
Thursday 13 June	08:30

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

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

Contacts

EGC 2019 Secretariat / EGEC

Contact person: Valentina Pinzuti
Place du Champ de Mars 2, B-1050, Brussels, Belgium
Phone: +32 2 318 40 63
E-mail: info@europeangeothermalcongress.eu
Website: europeangeothermalcongress.eu

Registration / Congress by design

Contact person: Jerry A.F. Gaspersz
P.O. Box 77
3480 DB Harmelen. The Netherlands
Phone: +31 (0)88 0898101
E-mail: egc2019@congressbydesign.com

Conference and Exhibition Venue

World Forum The Hague
Churchillplein 10 2517 JW Den Haag
Phone: +31(0)70 3066366
E-mail: info@worldforum.nl
Website: www.worldforum.nl

Photographs and Video Recording

The organiser reserves the right to photograph and 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