ORAL PRESENTATION AT OMC 2019

There is no template for your oral presentation, however the following general advice may be useful when preparing to address the audience.

1 - PRESENTATION- GENERAL INFORMATION

Depending on the session, oral presentation lasts <u>15 -20 minutes MAX,</u> followed by 5 minutes of questions-answers.

Your presentation should have an introduction to attract the attention of the audience, followed by the main points of your work and end summarizing what you've just said.

Don't simply read the slides, add meaning to them or explain graphs/pictures.
Try to speak loud and keep eye contact with the audience.
It is a good idea to time yourself and make sure you keep within the time slot given.

On the day of your presentation Session Chairpersons will meet all Authors for a briefing to finalise details. Moreover, arriving in the room in advance is useful to familiarise with the equipment.

2 - HOW TO PREPARE YOUR PRESENTATION – TECHNICAL INFORMATION

WINDOWS:
- Presentations should be created with Microsoft Office 2010 – 2013 or 2016;
- Presentations must be saved in PPT – PPTX – PPS – PPSX format only.
- Presentations created with OpenOffice or Apple Keynote will not be accepted.
- All Pc available at the conference will run Office 2016 and have the more common video codec.
- The Videos sould be copied to the same folder as the presentation, even if they are integrated into the ppt file (powerpoint 2010/2013/2016). Accepted video formats: .WMV; If using other video formats (AVI, MPG, MP4, MOV, etc.) you are requested to deliver the presentation to the Speakers' Help Desk at **least 3 hours** before your presentation is scheduled, in order to have time to check or convert your videos with the IT staff.
- Videos created with patented codecs will not be allowed.
- Standard Windows fonts only are allowed; if using other fonts remember to copy them to the same folder as the presentation.
- Your invited to deliver a back up copy of your presentation on CD/DVD or pen drive, windows hard disk 2 hours before your presentation at the Speakers' Help Desk

- The use of your own laptop during your presentation is NOT alllowed.

  MAC:
- Your work must be saved in PowerPoint format PPT/PPTX.
- Standard Windows fonts only are allowed; if using other fonts remember to copy them to the same folder as the presentation.
- Videos incorporated in the presentation: please select the option "Quick Time" to save them as MP4. You are requested to check compatibility at the Speakers'Help Desk at least **3 hours** before your presentation. If your using MOV videos please report to the Speakers' help desk at **least 4 hours** before presentation time in order to convert the file and test it accordingly.
- Videos must be copied to the same folder as the power point presentation, even if integrated in Power point 2011.
- Accepted picture file formats: .JPG, .GIF.; If using a different format, you are requested to bring your Mac laptop to the Speakers' Help Desk at least **4 hour** before your presentation is scheduled, to check or convert your picture with the IT staff.
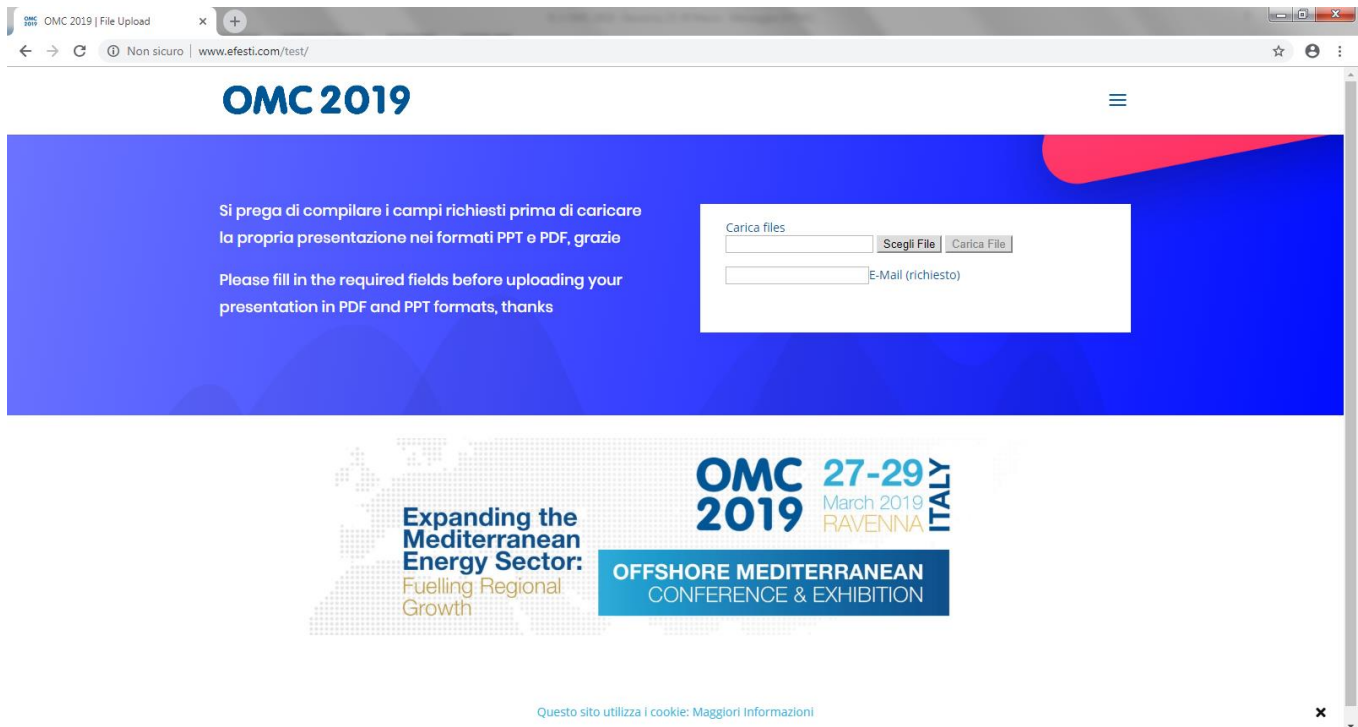
Slides

There is no slide template for your presentation. You can use your company template/standard.

- <u>Prepare no more than 14 slides per presentation (ATTENTION: Any content popping up from a slide shall be considered as an additional slide)</u>

- Keep the slides neat and simple, don't try to write too much

- Use contrasting colours for background and text

- Make sure the font is big enough to be read in a large conference room (approx.30 pt. for the body and 40 pt for the titles) avoiding CAPS or using them for titles only

- Duplicate slides if you need to refer back / forward to it, instead of 'skipping' around the presentation.

3 - PRESENTATION UPLOAD:
Speakers are requested to upload their presentations by **Wednesday 20th March** at the following address

www.mywebtvlive.com/omc2019/

IES International Exhibition Services

EXHIBITION ORGANIZER
IES srl – International Exhibition Services
Via Anton Giulio Bragaglia, 33 - 00123 Rome, ITALY
Ph. +39 06 30883030 - Fax +39 06 30883040
Email: exhibition@omc.it

OMC

CONFERENCE ORGANIZER
OMC Scrl
Via L. C. Farini 14, - 48121 Ravenna, ITALY
Ph. +39 0544 219418 - Fax +39 0544 34792
Email: conference@omc.it

The file must be named as follows

<mark>Paper Reference Number_speaker's name_company_</mark>

<mark>EXAMPLE: HSE1_Stevenson_BP</mark>

Please check programme to see where your presentation is scheduled.
Sessions'titles are listed at the end of this document

4 - CONFERENCE ROOM EQUIPMENT

There is no mouse at the podium; there is a remote control to forward and back, together with a laser pointer; having no mouse, videos must be started automatically and no external hyperlinks are allowed.

The lecture management system is based on two connected computers:

1.   The controller Computer, where presentations are loaded
2.   The Podium Computer in the conference room.

The IT staff will launch presentations from the controller computer and the Speaker is free to control all common Power Point functions (transitions, backward, forward, ect.).

In case assistance is needed, it is provided from the remote controller computer.
IT staff will be always available in the conference rooms to address any issue that might arise.

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FINAL RECOMMENDATION

In case of doubt as regards the technical specifications above, please contact OMC 2019 Secretariat as soon as possible. **papers@omc.it, tel +39 0544 219418.**

We strongly RECOMMEND you to bring a back up of your presentationon on CD-Rom/DVD-Rom or USB pen and check with OMC IT staff located at the **Speakers' Help Desk (Hall 7)** that your presentation has been properly received and ready.

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Technical Sessions' Titles and Schedule

Wednesday 27th	SESSION REFERENCE
Uncertainty and derisking in exploration	EXPLOR
Asset integrity	ASSET
HSE	HSE
Innovative offshore development schemes 1	1/OFFSH
Rock characterisation	ROCK
Production: chemicals	P_CHEM
Thursday 28th	
Digital oil field	DOF
Modelling	MODEL
Innovation	INNOV
Managing the environmental footprint	FOOT
Geosteering and LWD	GEO_LWD
Sustainability of oil&gas activities	SUST
Path to decarbonisation	DECARB
Gas valorisation	GAS
Innovative offshore development schemes 2	2/OFFSH
Reservoir monitoring & surveillance	RM&S
Big data analytics	DATA
Completion & wear	DRILL
Blue growth	BLUE
Reservoir characterisation	RC
Machine learning and artificial intelligence	ML&AI
Friday 29th	
Production: artificial lifts	P_LIFT
Augment/virtual reality and monitoring	AR&M
Innovative development models	DEVMOD
Labs	LABS
Regional challenges	REG
Case studies	CS

AUTHORS' CHECKLIST AND OTHER USEFUL INFORMATION

by 15th February 2019

☐ Send conference registration and payment taking advantage of the Speaker's discount – only 1 person per paper. Should the name of the Speaker for your paper change after this date, please contact OMC 2019 Secretariat to give details.

☐ Should you require a visa to travel to Italy, apply now. A visa supporting letter can be requested by mailing conference@omc.it

by the end of February 2019

☐ Kindly inform OMC 2019 Secretariat about your accommodation in Ravenna and provide a mobile phone where the Organisers can reach you in case of urgent communication concerning your paper/presentation

☐ Contact OMC 2019 Secretariat should you need any specific audiovisual equipment

☐ The Award ceremony for the best technical papers and the special prize "Engineer of tomorrow" will take place during the closing lunch on Friday 29th. Speakers under 35 are who forgot to add their date of birth in their personal area when uploading the paper, are invited to send an email to papers@omc.it with date of birth and mobile phone if they want to run for the award.

27th – 29th March 2019

☐ Speakers are requested to meet session chairpersons in the scheduled conference room at least 15 minutes before session.)

☐ Check that your oral presentation does not exceed 15/20 minutes, depending on the session.

☐ Hand your back up presentation at the Speakers' Help Desk at the conference venue as soon as you arrive at OMC 2019

☐ Book hotel accommodation as soon as possible: see Travel & Hotel section at www.omc2019.it or contact

RIVIERA CONGRESSI
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