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Delivering the new
energy economy

Style Guide: Oral Presentations

Conference
& Exhibition
20 - 23 MAY

Australian Energy Producers Conference & Exhibition

We are pleased to announce that in line with the relaunch of the association in September 2023, the Australian Petroleum Production & Exploration Association's (APPEA) highly regarded annual Conference and Exhibition will now be known as the Australian Energy Producers Conference & Exhibition.

Whilst we have had a name change, the goals of the Conference & Exhibition remain the same. These are to bring together the leading energy producers, explorers, innovators, researchers, suppliers and decision makers from across Australia and the world to share the latest research, technology and innovations.

[Read more about the Australian Energy Producers.](#)

Oral Presentations

The Oral Presentations are an important feature at the Australian Energy Producers Conference & Exhibition. In recognition of their value, the oral authors:

- Present their work within a concurrent session of the program
- Publish either a Peer-Reviewed Paper or Extended Abstract associated with the presentation in *The Australian Energy Producers Journal* or Supplement 1, based on their paper format.
- Publish the PowerPoint slides of the presentation in *The Australian Energy Producers Journal* Supplement 2

Deadlines

3 May 2024	Presentation Support Appointment scheduled & confirmed (see section 9)
13 May 2024	Submit your final presentation (PowerPoint)
13 – 17 May 2024	Presentation Support Appointment held

Please refer to the *Australian Energy Producers Conference & Exhibition Style Guide: Peer-Reviewed Papers and Extended Abstracts* for the applicable deadlines for the paper deadlines.

Communications

Please include your name, the title of your Peer-Reviewed Paper or Extended Abstract, and the reference number assigned to your text when communicating with:

General Query of your Peer-reviewed Papers and/or Extended Abstracts

Dr Steve Mackie
Australian Energy Producers 2024 Technical Program Committee Chair
The Australian Energy Producers Journal Editor-in-Chief
TPCChair@energyproducers.au
+61 403 146 373

Submission or **publishing** of your Peer-reviewed Papers and/or Extended Abstracts

Philippa Tolmie
CSIRO Publishing, Australian Energy Producers Journal – Editorial Assistant
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Logistical conference details

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Copyright and License to Publish

Presentation at Australian Energy Producers Conference & Exhibition in May 2024 and publication in *The Australian Energy Producers Journal* requires authors to complete, sign and return the Australian Energy Producers Conference & Exhibition Copyright and License to Publish form by 31 December 2023. This license allows copyright for the material to remain with the author/s and grants a license for Australian Energy Producers and CSIRO Publishing to publish the material in *The Australian Energy Producers Journal* or its supplements. The form will be provided to all successful submissions upon acceptance.

Please note: this form also gives consent to place the PowerPoint presentation/s or Visual Presentation/s in Supplement 2 of the 2024 volume of *The Australian Energy Producers Journal*.

Authors must have permission from all copyright holders for third party material that is used in their presentation and papers. Such permission is required in writing. Third party material includes – but is not limited to – any illustrations, photographs, tables or other material, including data, audio, video, other publications or websites. Authors may be charged a fee by the copyright holder for such reuse. Further information on reuse of third-party material is provided in **Appendix 1**.

Authors should also be aware of other legal issues involved in the production and presentation of papers, extended abstracts and presentations. These include the laws of the Commonwealth of Australia and those of Australia's States and Territories related to libel, slander, defamation and misleading and deceptive conduct.

Awards

Awards will be judged and presented at the Australian Energy Producers Conference & Exhibition including:

- Alan Prince Award (Best Peer-Reviewed Paper)
- Best Extended Abstract
- Best Oral Presentation
- Best Visual Presentation

The Best Oral Presentation Award is judged by conference delegates, and approved by the Technical Program Chair, whilst the other three awards are judged by the Technical Program Committee. All four awards will be presented during the final plenary session on Thursday, 23 May 2024. All award results are final.

Format of Oral Presentations

All oral presentations:

- will have a set presentation duration
- will be within a concurrent session
- will be presented live and onsite at the Perth Convention & Exhibition Centre
- must have a visual presentation, via PowerPoint

All oral presenters will be notified of the timing and session of their presentation in January 2024.

Questions associated with oral presentations at the Australian Energy Producers Conference & Exhibition can be asked via:

- Individual question time, or
- Panel question time

Individual question time

Presenters must allow 3-5 minutes within their presentation duration for questions from the session chair and/or audience. No additional time is provided for questions within the concurrent session.

Panel question time

Presenters to use their complete allotted time for their presentation. All questions from the session chair and/or audience will be asked to the full presenters group via a panel after all presentations are complete. As a rule, no questions will be asked at the end of each presentation.

PowerPoint Presentations

All oral presentations must have a PowerPoint presentation.

- Australian Energy Producers Conference & Exhibition do not have, or require you to use, a standard/master template. Your presentation is your own and can be designed as you wish, including the use of your company logos, colours and/or branding.
- You do not need to use the Australian Energy Producers or the Conference & Exhibition logos, however, if you wish to incorporate these, please contact Australian Energy Producers and these will be provided to you.
- Presentation slides must be able to be read from the back of the room. To ensure this, we recommend the use of minimal colours, appropriate font sizes and avoid using cluttered or cramped slides.
- Oral presentations should not be a reproduction of the written Extended Abstract or Peer-Reviewed Paper.
- The slide size should be widescreen / 16:9 and be single screen only.
- If you are using custom fonts not found in the standard system fonts, please use the "Embed fonts in file" feature found in Save As/tools/save options. This will ensure that your fonts remain within the PowerPoint file when saved and opened by the AV team.
- Embedded speaker notes will not be viewable from the lectern during your presentation.

Editing

Thoroughly edit your presentation to ensure the content (text and graphics) is free of errors. Editing is just as important as creating good flow and look.

When editing, look for:

- spelling errors
- punctuation and grammar errors, which can sometimes alter the meaning of the text
- cluttered sentences

Submission of Final Oral Presentation

Final Oral Presentations (PowerPoint) must be uploaded to a secure online portal by **Monday, 13 May 2024**. The link will be provided to you on **Monday, 29 April 2024**.

If you have audio and/or video within your presentation, please ensure you have the files saved separately. This will allow the technical team the opportunity to re-embed and/or change the format of the video onsite if needed.

Prior to being submitted to Australian Energy Producers Conference & Exhibition, your files should be

- saved with your reference number and the lead author/presenter's name e.g. AJ16001_Jane Smith
- run through a computer virus detection program

Please note:

- Your submitted presentation cannot be seen by other delegates.
- Any changes to your submitted presentation must be assessed by the Technical Program Committee Chair or nominated representative before they are accepted. It is strongly recommended that changes are not made after you have initially submitted your presentation.

Presentation Support Appointment

You are required to attend a virtual Presentation Support Appointment with our Audio Visual and Technical Team. This appointment will cover:

- Checking your final PowerPoint presentation
- Briefing of the audio-visual inclusions in your session room
- Answering any technical questions and providing support where needed pre-event

Details on how to schedule the Presentation Support Appointment will be provided to the presenter on Monday, 29 April 2024. We ask that your appointment is confirmed by Friday, 3 May 2024.

Each appointment will be held during the week of 13 – 17 May 2024. If you are unable to make the appointment during this week, please contact Australian Energy Producers to arrange an appointment in the week prior.

Please allow 30 minutes for this appointment:

- 10 minutes – Log in. Check access to the site and that the sound and audio are working.
- 20 minutes – Appointment with the Technical Team.

Once the appointment has been made you will receive a calendar invite email with full instructions, including the virtual link and dial-in instructions.

Onsite Presenters' Room

There will be a presenters' room onsite at the Perth Convention & Exhibition Centre. It will be clearly signposted. From this room, presenters will be able to work with a technician, including urgent presentation issues.

No changes to presentations are accepted at the time of the conference.

Details of the location of this room will be provided to all presenters prior to Australian Energy Producers Conference & Exhibition.

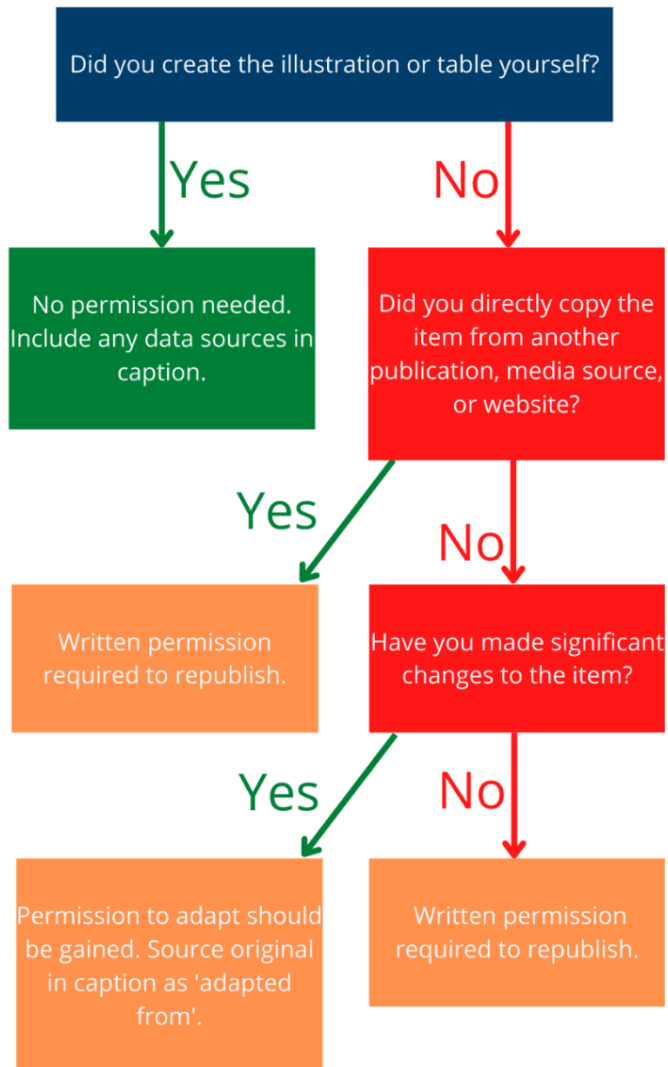
Your Session at the Conference

- The allocated session room for each presentation will be advised to presenters prior to Australian Energy Producers Conference & Exhibition and can also be found within the Conference app.
- Reserved chairs will be allocated in the front row for the presenters of each session.
- Please be in your allocated session room 15 minutes prior to your session commencing, in the reserved seating.
- Please introduce yourself to the session chair and the other presenters in your session.
- An audio-visual technician will be present in the session room to assist where required. A tutorial of the lectern workings is available.
- Embedded speaker notes will not be viewable from the lectern during your presentation.

Disclaimer

The information within this style guide is correct at time of publication, 17 October 2023.

Appendix 1. Reuse of Third-Party Material



Note: if an image or table is taken from an Open Access publication, written permission is usually not required as long as full credit is given. Please check the licence conditions under which the paper is published.