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25

Style Guide: Oral Presentations

Conference
& Exhibition
26–29 MAY



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Australian Energy Producers Conference & Exhibition

The annual Australian Energy Producers Conference & Exhibition is Australia's largest and most anticipated energy event. As a key forum, it brings together heads of industry, government decision-makers, customers and finance to set the agenda for Australia's energy future.

Attracting more than 2,500 delegates and presenters from across the globe the conference agenda will focus on the issues facing energy producers, customers and policymakers.

Australian Energy Producers provides an unparalleled opportunity for the industry to continue discussions around our journey to net zero emissions and the ever present need to explore for, find and develop Australia's oil and gas. As we respond and adjust to a rapidly evolving global energy landscape, the Australian Energy Producers Conference & Exhibition will provide a platform for open conversation and candid debate.

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

Oral Presentations

The Oral Presentations are an important feature at the Australian Energy Producers 2025 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* (2025) Supplement 2

Deadlines

28 April 2025

19 May 2025

19 – 23 May 2025

Presentation Support Appointment scheduled & confirmed (see section 9)

Submit your **final presentation** (PowerPoint)

Presentation Support Appointment held

Please refer to the *Australian Energy Producers 2025 Conference & Exhibition Style Guide: Peer-Reviewed Papers and Extended Abstracts* for the applicable deadlines for the paper deadlines.

Contacts

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

Elinor Alexander or Nathan Parker

Technical Program Committee Co-Chairs

Australian Energy Producers Journal Co-Editor-in-Chief

TPCChair@energyproducers.au

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 2025 Conference & Exhibition and publication in the *Australian Energy Producers Journal* (2025) requires authors to complete, sign and return the Australian Energy Producers 2025 Conference & Exhibition Copyright and License to Publish form prior to publication. This license allows copyright for the material to remain with the author/s (or their employer/s) and grants a license for Australian Energy Producers and CSIRO Publishing to publish the material in the *Australian Energy Producers Journal* and its supplements. The form will be provided to all successful submissions upon final acceptance.

Please note: this form also gives consent to place the PowerPoint presentation or Visual Presentation in Supplement 2 of the *Australian Energy Producers Journal* (2025).

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)
- Dr Steve Mackie Award (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 Co-Chairs, 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, 29 May 2025. All award results are final.

Speaker Attendance

To present at the Australian Energy Producers 2025 Conference & Exhibition, all nominated speakers must be a registered full, day or student* delegate, with nil funds owing, and attend the Australian Energy Producers 2025 Conference & Exhibition in Brisbane.

To recognise your contribution to this prestigious conference, one speaker per paper is offered a 20% discount* on their applicable conference registration. A speaking position does not automatically include a complimentary registration to the conference. Registration opens in December 2024, and all speakers must be registered by 1 April 2025.

*Conditions apply.



Format of Oral Presentations

All oral presentations:

- have a set presentation duration which will be strictly policed by session Chairs,
- will be within a concurrent session,
- will be presented live and onsite at the Brisbane Convention & Exhibition Centre, and
- must have supporting slides in PowerPoint.

All oral speakers will be notified of the timing and session of their presentation in December 2024.

Questions associated with oral presentations at the Australian Energy Producers 2025 Conference & Exhibition can be asked via:

- Individual question time, or
- Panel question time

Individual question time

Speakers 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

Speakers are to use their complete allotted time for their presentation. All questions from the session chair and/or audience will be asked to the full speaker's group via a panel after all presentations are complete. As a rule, no questions will be asked at the end of each presentation. If two speakers are presenting one paper, only one speaker is able to participate in the panel session.

PowerPoint Presentations

All oral presentations must have a PowerPoint presentation.

- Australian Energy Producers 2025 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 2025 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, and
- cluttered sentences



Submission of Final Oral Presentation

Final Oral Presentations (PowerPoint) must be uploaded to a secure online portal by **Monday 19 May 2025**. The link will be provided to you on **Monday 28 April 2025**.

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 2025 Conference & Exhibition, your files should be

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

All PowerPoint Presentations from the oral presentations are published, in PDF format, in the *Australian Energy Producers Journal* (2025) Supplement 2.

If your PowerPoint presentation includes:

- commercially sensitive data and images and /or
- animations, masking or video content (note: this will be lost on conversion to PDF)

you can edit it and provide an approved version suitable for PDF publication to speakers@energyproducers.au by Thursday 5 June 2025.

Please note:

- Your original submitted presentation cannot be seen by other delegates.
- Any changes to your submitted presentation must be assessed by the Technical Program Committee Co-Chairs or nominated representative before they are accepted. It is strongly recommended that changes are not made after you have initially submitted your presentation.
- If you need to submit a secondary updated PowerPoint version for publication, only minimal edits are allowed.

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 28 April 2025. We ask that your appointment is confirmed by Friday 2 May 2025.

Each appointment will be held during the week of 19 – 23 May 2025. 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.



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Onsite Speakers' Room

There will be a Speakers' Room onsite at the Brisbane Convention & Exhibition Centre. It will be clearly signposted. From this room, speakers 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 speakers prior to Australian Energy Producers 2025 Conference & Exhibition via the Session Briefing document.

Your Session at the Conference

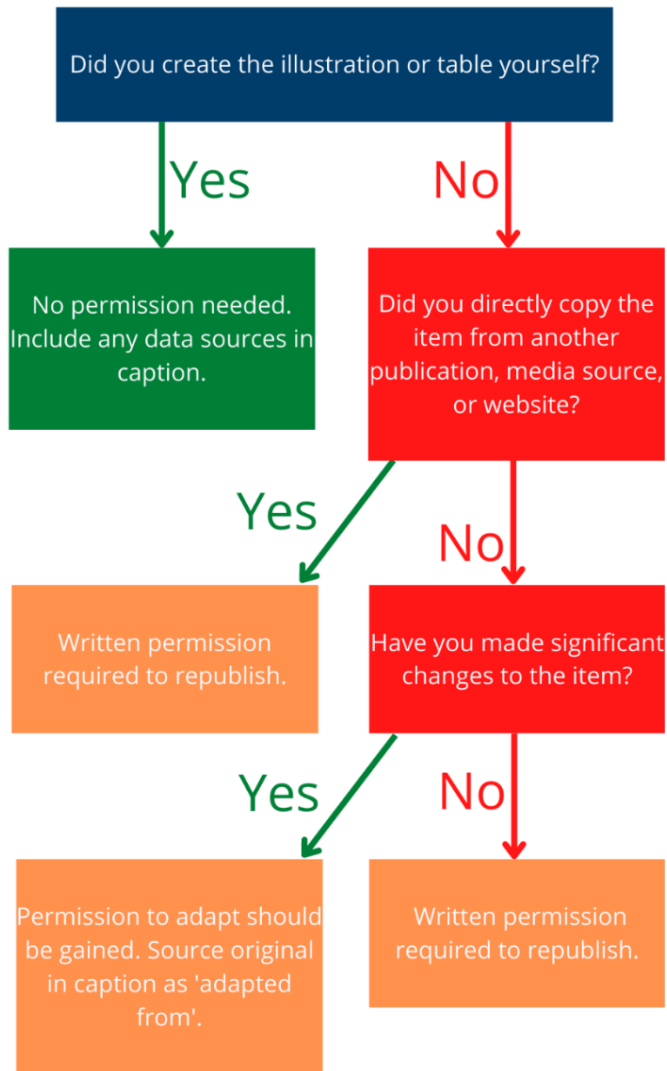
- The allocated session room for each presentation will be advised to all speakers prior to Australian Energy Producers 2025 Conference & Exhibition and can also be found within the Conference app.
- Reserved chairs will be allocated in the front row for the speakers of each session.
- Please be in your allocated session room 15 minutes prior to your session commencing, in the reserved seating.
- Please introduce yourself to the session chair and the other speakers 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, 24 October 2024.



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.