

Workshop Discussion Leader Guidelines

“Discussion Leader” refers to the speaker/author/co-author/representative who will be conducting the presentation.

1. GENERAL INFORMATION

- a) You are required to submit an abstract for review and approval by the Workshop Programme Committee prior to confirmation of your presentation slot in the workshop.
- b) All abstracts must be submitted through the SPE online submission portal. Any other methods of submission will not be accepted.
- c) SPE or the Workshop Programme Committee may contact you for clarification on your abstract’s content before confirming your participation as a Discussion Leader.

2. ABSTRACT SUBMISSION STATUS AND ACCEPTANCE

You will receive an email from SPE regarding the status of your Abstract Submission within **14 working days** of submission.

3. ABSTRACT SUBMISSION GUIDELINES

- a) Your presentation is part of an overall topic; therefore, your presentation content must be within the technical scope described in the selected technical session. Do not rehash old ideas; concentrate on new methodologies, technologies, unpublished, incomplete results, and sharing of case studies and/or lessons learnt.
- b) SPE has a stated policy against the use of commercial language in presentations. A company logo may appear on the first or last slide of the presentation desk only. Company slide templates may not be used, and no product names or trademarks may be mentioned. The Programme Committee reserves the right to refuse permission to display any presentation slides considered by the committee to be commercial in nature. (Refer to [SPE Publication Policies](#)).
- c) There will be no paper publication in SPE OnePetro for presentations delivered at SPE Workshops, therefore, manuscript submission is not required after the committee has accepted your abstract.

4. REGISTRATION

All participants, including programme committee members and discussion leaders, are required to register for the event. As SPE is a not-for-profit organisation, income from SPE events supports operational costs and Society programmes, including:

- [OnePetro](#): SPE continuously maintains and expands this online library as the leading source of technical papers for the industry.
- [Energy4Me](#): Fact-based STEM education programme to help demystify the industry for students and teachers in primary to secondary school.
- [SPE International Mobile App](#): A one-stop platform for SPE members that enables access to their membership profile, OnePetro and PetroWiki platforms, SPE magazines and publications, SPE’s event calendar, social platforms and much more.
- [SPE Connect](#): A virtual destination for SPE members to communicate, collaborate, and connect with industry peers from around the world.
- [SPE Distinguished Lecturer](#) and [SPE Online Education](#) programmes: SPE ensures the continuity of these programmes to address the knowledge gap between retiring experts and the new generation of industry professionals and leaders.

As a recognition of the effort and contribution of our discussion leaders, SPE is pleased to extend a special registration rate. More information on the registration fee will be shared upon the acceptance of your abstract submission.

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5. SESSION FORMAT AND PRESENTATION GUIDELINES

- a) You have a maximum of **30 minutes** allocated for your presentation. Please ensure your content fits within the allocated duration.
 - 15 minutes for presentation; and
 - 15 minutes for Q&A session
- b) Session Managers will prompt Discussion Leaders with **two (2) warning bells** as a signal to keep to time within the allocated session:
 - **1st Bell (1 ring):** at the 10-minute mark, you will have 5 minutes to wrap up your presentation and prepare to start the Q&A session.
 - **2nd Bell (2 rings):** this marks the end of the 15-minute presentation time and the start of the Q&A session. Session managers will manage the Q&A time and end the session at the 30-minute mark.
- c) You are required to use the SPE presentation slides template provided. Requests to use other presentation slide templates are subject to approval from SPE and the Workshop Programme Committee.
- d) Do not read the presentation. Practice the presentation so you can speak from bullet points.
- e) Speak slowly, clearly, distinctly, and with self-assurance.
- f) Promote maximum opportunity for discussion and avoid formal, structured presentations.
- g) Do not include judgmental remarks or opinions of the technical competence, personal character, or motivations of any individual, company, or group. Any material that does not meet these standards will not be permitted to present at the workshop.
- h) You are required to attend the Discussion Leader Briefing scheduled by SPE to ensure you are prepared for the session. Calendar invites will be provided 2 weeks ahead of time.

6. PRESENTATION PREPARATION GUIDELINES

a) General Presentation Guideline:

- Limit PowerPoint presentation to a maximum of 10 slides.
- Use action words to reinforce ideas rather than complete sentences.
- Orientation should be landscape.
- Check spelling and grammar.
- It is often more effective to have bulleted points appear one at a time, so the audience listens rather than reads the screen.
- The text should be a cue for the speaker rather than a message for the viewer.
- **NO COMMERCIALISM. Company/Organisation-branded templates should not be used.**

b) Fonts:

- Select sans-serif fonts such as Calibri or Arial. Avoid serif fonts such as Times New Roman or Palatino as they are sometimes more difficult to read.
- Use a font size no smaller than 24 points (pt):
 - Titles: 40 to 48 pt
 - Subtitles: 28 to 36 pt
 - Body Type: 24 to 36 pt
- Clearly label each slide. Use a larger font (35-45 points) or a different colour for the title.
- Use a single font for most of the presentation. Use different colours, sizes and styles (bold, underline) for impact.
- Avoid italicised fonts as they are difficult to read quickly.
- Rule of 666:
 - No more than 6 bullet points per slide
 - No more than 6 words per bullet point
 - Every 6th slide should have a graphic
- Use dark text on a light background or light text on a dark background. Do not use all caps except for titles.

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6. PRESENTATION PREPARATION GUIDELINES *(Continued)*

c) Colour

- Limit the number of colours on a single screen.
- Bright colours make small objects and thin lines stand out. However, neon or vibrant colours are difficult to read.
- Use no more than four colours on one chart.
- Ensure strong colour contrast between the background and text to make the presentation easy to read.

d) Graphics and Designs:

- Keep the background consistent and subtle.
- Use only enough text when using charts or graphs to clearly explain the labels of the graphics.
- Keep the design clean and uncluttered. Leave empty space around the text and graphics.
- Use quality visuals that relate to and enhance the topic of the slide:
 - bar charts compare data
 - line graphs visualise trends
 - box charts illustrate the makeup of an organisation
 - pie charts emphasise the relationship of parts to the whole
 - photographs best depict realism
- Try to use the same style of graphics throughout the presentation (e.g. photographs, animation)
- Limit the number of graphics on each slide.
- Avoid flashy graphics and noisy animation effects unless they relate directly to the slide.

IMPORTANT: All graphics, images, audios and videos contained within the presentation must be clear and free of any copyrights, royalties and Performing Rights Organisations.