15th International Petroleum Technology Conference (IPTC)
1-3 March 2022 ● Bangkok, Thailand

SPEAKER FORM

"Speaker" refers to the author/co-author/representative who will present the paper at the conference.
*Please complete and submit this form by **20 January 2023** to gylim@iptcnet.org and pelanjeran@iptcnet.org.*

IPTC Paper No.:	
Paper Title:	
Name of Speaker:	
Company Affiliation:	
Position/Job Title:	
Mobile No. (incl. country code)	
Email address:	

(Will be used to contact speaker on-site)

All presentations materials and delivery will be in English.

All presentation files must be uploaded/submitted online by **20 January 2023,** to ensure that it runs compatible with our system and to be reviewed by the session chairpersons/committee prior to the conference. Email on PowerPoint submission will be sent out in January 2023, with further instructions and a link to the site where you will be asked to upload your presentation slides. Please check your junk/spam folder. Please inform/contact IPTC staff if you do not receive the email.

Speakers must report to the Speaker/Author Check-In Room as soon as they arrive at the conference venue. Speakers are required to preview their PowerPoint presentation in the laptops at the Speaker/Author Check-In Room at least <u>one day prior to their presentation.</u> Speakers are not allowed to upload their presentations directly in the laptop at the technical session room, the ePoster station and/or use their own laptop.

It is important that you preview your presentation and ensure that it run smoothly on-site. In preparing your PowerPoint presentation, please be ensured that:

1. You are using the presentation template (Microsoft Office PowerPoint Presentation **PPTX** format) provided in the Author Kit.
2. If your presentation contains corporate fonts, you will need to supply the appropriate font files (.TTF) on-site. Please note that Arial or Helvetica fonts are most commonly available within a Windows environment.
3. Links from video files to PowerPoint slides are created with both files in the same directory. This will avoid having to redefine the links later.
4. It is recommended that video files be in the following file format: .AVI, .MPEG or .WMV.

The audiovisual technician will provide assistance and specific instructions to review and update your file on-site.

Audio-Visual Requirements

IPTC will provide the following equipment in each of the Technical Session Room:
• One (1) Laser Pointer   • One (1) Podium Microphone
• One (1) Projection on Screen   • One (1) Laptop
***NOTE*: Slide Projector, Videocassette Projectors and Overhead Projectors (Viewgraph) WILL NOT be available.**

In preparing your presentation, **please keep in mind that the use of trade, company names and/or logos that might suggest commercialism is prohibited** in titles, tables and figures, and should be avoided in the text. The session's chairpersons reserve the right to stop the author's presentation immediately if this policy is breached. Usage of company names and logo in presentation is only allowed on the first/last slide of the presentation.