



The 2012 OSHA Oil and Gas Conference Speaker and Presentation Guidelines

Speaker Responsibilities prior to Conference

- Provide a short biography to serve as an introduction.
- Provide a session description to be included in the conference program.(limit 480 characters including spaces)
- Provide a color photo for possible promotional use as a JPEG file (.jpg extension).
- Register for the conference; make appropriate hotel reservations.
- Submit final PPT presentation to track leader for final review/approval by September 1, 2012.

Speaker Responsibilities at Conference

- Upon arrival, speakers must check-in at the conference registration desk.
- Presenters should bring their PPT presentation on a USB flash stick/travel drive to the conference.
- Each presenter should check-in with the session room monitor approximately 15 minutes prior to the beginning of the session.
- An AV technician or room monitor, located in each session room, will be available to load the speaker's PPT onto the conference laptop prior to the start of the session.

Basic Presentation Guidelines

- Each presentation: 45 minute talk + 15 minutes for questions/answers. It is critical that talks stay on schedule so that attendees may move between sessions as needed.
- Make sure your presentation is representative of what was promoted to the attendees in conference program (what you submitted as your presentation description). If recent events cause you to divert from the promised agenda, let the audience know what you are doing and why.
- Do not use off-color jokes, sexist remarks, and racial, political, or religious references. Do not use humor at the expense of any members of the audience.
- Be conscious of the make-up of your audience. Your audience may come from different industries and professions.
- Speaker should check-in with the Room Monitor **BEFORE** the presentation session begins.
- AV technician or room monitor will have laptop set-up before each presentation.



A/V Equipment Provided in Each Session/Meeting Room:

- Plan to use the conference laptops for PowerPoint presentations.
 - (Conference laptops are PC-based; Apple platform may not be supported.)
- 1 data projector cabled to a laptop computer
 - Laptops contain USB ports for flash sticks
- 1 microphone for speaker
- 1 screen
- 1 podium with table

Other AV equipment will be available upon request at speaker's expense. Requests must be made in advance. Please do not plan to use your personal laptop.

Speaker FYI

- Letter of invitations will be sent upon final selection
- Each presenter is responsible for making and paying for their own hotel accommodations
- Each presenter is required to prepay the full registration fee

Prepare Attractive PowerPoint Slides

Be Considerate of Audience Members

- Avoid complicated visuals that require extensive reading by audience members
- Make visuals attractive and easy to understand
- Make visuals (charts/graphics) large enough to be read by a person sitting on the back row

PowerPoint Hints: The two most common default font families for PowerPoint are:

- Times New Roman (serif) and Arial (sans-serif)
- Display should be set to a 1024 x 768 resolution (SVGA or XGA)

Introductory Biography

Keep your biography short, something that can be read aloud in one to three minutes. Make it a professional and friendly introduction. If a room monitor is assigned and available, he/she will use the biography for your introduction. When you prepare your biography, make sure it answers the question: "Why am I qualified to speak on this subject?" Good biographies build credibility. Do not forget to include something unique, fun, or personal about yourself.



Session Description Copy *(limit 480 characters including spaces)*

Your session description will be printed in the conference program and possibly on the conference website. The program is prepared based on the information you provide in the Call for Abstracts information. When submitting, please review to make sure that it is clear, concise and accurate. Session description copy should include the key session learning objectives.

Commercialism Policy

What is allowed

- Name of authors and presenters, affiliations, company names, supporting organizations, and corporate logos.
- The research, programs, policy, legislation or name of organizations, software, government agencies and government-sponsored agencies may be referenced to maintain presentation clarity and relevance.
- Specific reference may be made to industry-related standards, test methods, etc.
- Current technical information disseminated to the OSHA Oil and Gas Safety Conference audience may include proprietary aspects that are presented to inform and educate the participants. The proprietary nature of the information may be identified to make evident the limitations of its use.

What is NOT allowed

- Promotion of any product or service within the presentation and/or through distribution of written promotional material.
- Inference that the Oil and Gas Safety Conference and/or any of its sponsors and/or Executive Planning Committee and/or OSHA and/or UT Arlington approves or endorses any product, software, or system for any reason.
- No commercials! Your best “advertisement” is to deliver a professional and relevant presentation. The purpose of the conference breakout sessions is to educate.