APPEA 2023 Conference and Exhibition

Each year the APPEA Conference highlights key industry developments and findings at a national and international level as well as defining and overcoming the issues and challenges facing upstream energy exploration, development and production.

The APPEA 2023 Conference program will include invited plenary presentations, case studies, technical and business presentations and updates discussions. The conference technical and business program will include oral and visual presentations chosen from the Call for Papers invitation.

Oral Presentations

The Oral Presentations are an important feature at the APPEA Conference and 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 APPEA Journal or Supplement 1, based on their paper format.
• Publish the PowerPoint slides of the presentation in The APPEA Journal Supplement 2

1. **DEADLINES**

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<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>5 May 2023</td>
<td>Presentation Support Appointment scheduled &amp; confirmed (see section 9)</td>
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<tr>
<td>8 May 2023</td>
<td>Submit your final presentation (PowerPoint)</td>
</tr>
<tr>
<td>8 - 12 May 2023</td>
<td>Presentation Support Appointment held</td>
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Please refer to the APPEA 2023 Style Guide: Peer-Reviewed Papers and Extended Abstracts for the applicable deadlines for the paper deadlines.

2. **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:

**Peer-reviewed papers and Extended abstracts** in general

Dr Steve Mackie
Chairman, APPEA 2023 Technical Program Committee
Editor-in-Chief, The APPEA Journal
geosimconsulting@gmail.com
+61 403 146 373

**Submitting or publishing** of your peer-reviewed paper or extended abstract

Philippa Tolmie
CSIRO Publishing, APPEA Journal – Editorial Assistant
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**Logistical** conference details

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3. COPYRIGHT AND LICENSE TO PUBLISH
Presentation at APPEA 2023 and publication in The APPEA Journal requires authors to complete, sign and return the APPEA 2023 Copyright and License to Publish form by 31 December 2022. This license allows copyright for the material to remain with the author/s and grants a license for APPEA and CSIRO Publishing to publish the material in The APPEA Journal. The form will be provided to all successful submissions upon notification.

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.

4. AWARDS
Awards will be judged and presented at the APPEA 2023 Conference and 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, 18 May 2023. All award results are final.

5. 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 Adelaide Convention Centre
- must have a visual presentation, via PowerPoint

All oral presenters will be notified of their presentation format in January 2023.

Questions associated with oral presentations at the APPEA 2023 Conference and Exhibition can be asked via:
- Individual question time
- Panel question time

5.1 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.

5.2 Panel question time
Presenters to use their full presentation duration 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.
6. POWERPOINT PRESENTATIONS

All oral presentations must have a visual presentation, via PowerPoint.

- APPEA 2023 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 APPEA or the APPEA 2023 logos, however, if you wish to incorporate these, please contact APPEA 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.

7. 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

8. SUBMISSION OF FINAL ORAL PRESENTATION

Final Oral Presentations (PowerPoint) must be uploaded to a secure online portal by Monday, 8 May 2023. The link will be provided to you on Friday, 21 April 2023.

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 APPEA, 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.
9. **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 Friday, 21 April 2023. We ask that your appointment is confirmed by Friday, 5 May 2023.

Each appointment will be held during the week of 8 – 12 May 2023. If you are unable to make the appointment during this week, please contact APPEA 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.

10. **ONSITE PRESENTERS’ ROOM**

There will be a presenters’ room onsite at the Adelaide Convention Centre. It will be clearly signposted. From this room, presenters will be able to call a number and arrange for a technician to assist, including urgent presentation issues.

No changes to presentations are accepted at this time.

Details of the location of this room will be provided to all presenters prior to APPEA 2023.

11. **YOUR SESSION AT THE CONFERENCE**

- The allocated session room for each presentation will be advised to presenters prior to APPEA 2023 and can also be found within the APPEA 2023 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.

12. **DISCLAIMER**

The information within this style guide is correct at time of publication, 5 October 2022.
Appendix 1. REUSE OF THIRD-PARTY MATERIAL

Did you create the illustration or table yourself?

Yes

No permission needed. Include any data sources in caption.

No

Did you directly copy the item from another publication, media source, or website?

Yes

Written permission required to republish.

No

Have you made significant changes to the item?

Yes

Permission to adapt should be gained. Source original in caption as 'adapted from'.

No

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