



**WORLD
GEOTHERMAL
CONGRESS
2020 REYKJAVIK**

World Geothermal Congress

**April 27 - May
1, 2020**

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GUIDELINES FOR ORAL PRESENTATIONS

In order to ensure that your presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to read these guidelines ahead of time to ensure your presentation is successful.

1. The World Geothermal Congress 2020 Program is available online on the [Program Schedule](#) website. The Program might be adjusted slightly during the Congress, so you should check the status of your session from time to time.
2. **Please attend the Speakers' Meeting at 7:45am on the day of the session. The Speakers' Meeting will take place at TBD.** This will be your opportunity to meet your Session Chairperson and to hear last minute changes to the Program.
3. We request that you are present in the [session room](#) at least **10 minutes** prior to the start of your session. This will allow time for you to meet with your Session Chairperson, so that they will know that you are present. If the Session Chairperson has an absent speaker, they will move a Reserve paper into that slot (so make sure the Chairperson knows that you are present!)
4. Please upload your PowerPoint files prior to arriving onsite at the Congress. All presentations are to be uploaded **by Tuesday 14th April 2020**.
5. All presentations must use PowerPoint, **the Harpa Convention Centre cannot project PDF files**.

POWERPOINT PRESENTATIONS

The Harpa Convention Centre uses a "smart podium", so the presentation files are loaded centrally and delivered to the podium across the network. You will **NOT** be able to connect your own laptop in the session room.

The technical program committee have requested that all oral presenter PowerPoint files are uploaded prior to arriving onsite at the Congress. All presentations are to be uploaded by Tuesday 14th April 2020. Please note; the computers in the speaker preparation room are Windows-based laptops (not Macintosh).

It is advised to also bring a copy of your PowerPoint presentation file to the Congress, on a CD-R, or USB as a backup. If the technical program committee do not receive your PowerPoint file successfully you will be able to upload it in the speaker preparation room onsite at the Congress.

The technical program committee strongly discourages the use of videos and animations. If you choose to ignore this advice and use videos or animations, they must be embedded in the PPT file, and cannot be linked to independent files.

Your presentation PowerPoint file will not be uploaded onto the Congress website during or after the Congress, nor will they be included on the Proceedings CD.

Please note; prior to uploading your presentation to the website, when saving the presentation in PowerPoint check the box "Embed TrueType Fonts". This avoids problems if you are using any exotic fonts not present on the presentation machine.

Please note: Standard PowerPoint Presentations need to be adjusted to fit the projector to avoid black edges on your PowerPoint slides. Please ensure your PowerPoint Presentations are in 16:9 and not 4:3. To adjust your presentation, please follow these steps.

1. In PowerPoint 2003 Choose File/Page setup. In PowerPoint 2007/2010 choose the "Design" Tab then click the "Page Setup" button.
2. In the drop down box, select "On-screen Show (16:9)"

REGISTRATION DETAILS

Prior to the Congress

All presenters are required to register for the Congress. To register please visit <http://www.wgc2020.com> and complete the delegate registration form. There is no special registration rate for speakers.

Onsite at the Congress

Speakers will need to register at the registration desk when they first arrive at the Congress to collect their name badge and other related materials. From there you will be directed to the Speaker Preparation Room where you must check in with the audio visual technicians who will show you how to use the smart podium.

If you have any queries regarding the program or your presentation, please visit the registration desk located in the Main Foyer of the Harpa Exhibition Centre. The desk will operate during the following times:

Sunday 26 April 2020 1500 – 1730
Monday 27 April 2020 0730 – 1700
Tuesday 28 April 2020 0730 – 1700
Wednesday 29 April 2020 0730 – 1700
Thursday 30 April 2020 0730 – 1700
Friday 1 May 2020 0730 – 1630

SPEAKER PREPARATION ROOM

The Speaker Preparation Room is the Green Room (Level 2). Please refer to the venue floor plan which will be included in the Congress Program Book that you will receive upon registering.

The speaker preparation room will be open during the following times:

Sunday 26 April 2020 1500 – 1730
Monday 27 April 2020 0730 – 1530
Tuesday 28 April 2020 0730 – 1530
Wednesday 29 April 2020 0730 – 1530
Thursday 30 April 2020 0730 – 1530
Friday 1 May 2020 0730 – 1530

All oral speakers are asked to load/check their presentation in advance using the papers website, before Tuesday 14th April 2020. If loaded onsite, the presentation file must be received at least 4 hours prior to their session commencing to ensure the presentation is checked and tested. You will be briefed on how to use the system when you meet with the audio visual technicians.

AUDIO VISUAL EQUIPMENT

The following Audio Visual equipment will be in every room at the Congress:

- ☐ Projection screen and data projector
- ☐ One presentation computer with Windows OS, and Office 2013/2016
- ☐ Microphone attached to the lectern

Overhead and Slide Projection will not be available.

Internet access will **not** be available from the presentation computer. Your presentation must not depend on connecting to the internet.

Should you require additional equipment it is essential that you contact the Congress Managers to discuss your requirements. We will try to accommodate requests, however this cannot be guaranteed.

A technician will be available to handle any problems that may arise.

SESSION DETAILS - CHECK AHEAD

Please visit the program website well ahead of time to confirm details of your session within the Congress Program. **The Program is subject to change.** You can access a real-time version of the program on your mobile device using the [Mobile Schedule App](#). Alternatively, you can check any changes on the 'Program Changes' board located at the registration desk onsite.

TIME ALLOCATION

Individual oral presentations are allocated 15 mins to speak, followed by 5 mins question and answer time. Please check the Congress Program to confirm your session time.

In the interest of fellow speakers, please ensure that you keep to your allotted time frame.

The chair will time your presentation and provide you with a warning at 2 minutes remaining and when time is up. You may like to rehearse your presentation with slides in advance to ensure your presentation fits within the allotted time.

Should one of the presenters in your session not be present, please keep to the program running order. The same policy applies if the session should finish earlier than expected. This will allow participants to move between sessions to attend other presentations at their scheduled times

SESSION VENUE – ARRIVE EARLY

Please assemble in your session room at least 10 minutes prior to the start of the session. This will allow time for the Chairs to liaise with the speakers, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

SPEAKER PROCEDURES

- ☐ Your presentation will be available via the electronic lectern. If you are not familiar with this equipment, visit your session room early or go to the Speaker Preparation Room for assistance well ahead of your presentation.
- ☐ Microphones will be on all the time. There is no need to switch them on.
- ☐ In the unlikely event of a technical problem, the technician present will attend to it. The problem will be fixed as quickly as possible. While this is being done you should continue with your presentation.
- ☐ Keep track of time.

SESSION ROOM SET UP

There will be reserved seating for you at the front of the room for the duration of the session. You should sit at these seats where you will be called to the lectern in sequence by the Chair. Delegates will be seated in theatre style.

RESERVE PAPERS

Reserve papers have been designated as reserves for oral presentation, and will be presented as posters. If your paper has been designated as a reserve, you should prepare both a poster and a Powerpoint presentation ready to speak. Please check the Session Schedule frequently to see if your paper has been moved into a speaking slot. You should plan to attend the session in which your paper is a Reserve – if a speaker does not show up, you may be asked to speak on the spot. See the [poster instructions](#) on how you should prepare your poster.

LANGUAGE

Please note that the official Congress language is English. All presentations must be made in English.

Thank you for your help in making the World Geothermal Congress a success.

Send questions and comments on the Technical Program to wgc2020techprog@lovegeothermal.org