



Society of Petroleum Engineers

Student Paper Contest Videoconferencing Guide

In the event of video conferencing being required for a Regional Student Paper Contest we request that you follow the following processes. These processes will only be in effect if directed by your SPE Regional Specialist. All other SPC rules and regulations will remain in effect for the contest.

Overview

All presentations will be pre-recorded and presented through [Microsoft Teams](#) in a video conference with a Judging Panel. Microsoft Teams software is available as a free Desktop or Mobile App, and also accessible via web browsers. We encourage you to familiarise yourself with this platform to avoid any potential confusion on the day.

Please **DO NOT** try to enter your scheduled meeting outside of the given times assigned to your presentation. Testing calls should be done in separate meetings to those sent to you for the contest itself.

On the day of the contest your pre-recorded video will be shown to a panel of judges via video conference, and you will also be on this conference call. Your video will consist of your presentation slides as the visual element of the video, and your verbal presentation as the audio. Once your pre-recording has been shown, you will then be asked questions based on your presentation by the judges.

Judging Criteria

The judging criteria has been amended for video conferencing so that the audio visual aspects of your presentation will not impact the overall scores. The focus will remain on the technical aspects of your presentation and your ability to reflect the key points. All participants in a paper contest will be held to the same judging criteria.

Preparing your Presentation

All presentation slides should be completed using the same SPC Template in order to avoid any participants having an advantage because of the hardware they have available to them. This template will be provided by staff. Marks will not be given for style or additional effects used in presentation slides or videos, and adding these features should be avoided. Once completed, your presentation should be sent to the SPE Staff member responsible for this event, by the deadline issued.

Prerecording your video

All presentations must be pre-recorded in the following , using the SPC template slides provided. This is to avoid any technical issues on the day which could impact the comparison between presentations. You should use screen recording software to record the progression of your slides, along with your audio recorded to give your verbal presentation.

For guidance on how to do this please see the links below;

[Screen and Audio Capture in Microsoft PowerPoint](#)
[Screen and Audio Capture using Apple OS](#)

Your final video should be sent to your SPE Staff member in addition to the original slides. This should be sent in MP4 format. Time limits will remain at 20 minutes per presentation, not inclusive of the Q & A with judges after the presentation is complete.

On the day of the event

You will be given a specific time to join the Video Conference, sent through to you in a meeting request by you SPE staff. A link will be provided by your SPE Regional Specialist. You will be on the call with the panel of judges, and an SPE Staff Member who will play your presentation to the group. You should not interrupt your own presentation, or halt proceedings for any reason. It is strongly advised you stay on mute to avoid any potential background noise or disruption that could impact your presentation being judged.

Once your video has been played in full, the judging panel will ask questions based on your presentation which you will be expected to answer. Once all questions have been asked you will be asked to leave the call, and the judging panel will score your overall presentation.

Once all presentations have been given the judges final scores will be tallied, ranked and totalled to determine the overall ranking of the presentations given in your division. Once verified you will be notified of the results.

Use of your video

The video you submit will only be used for the purposes of this contest as described above. It will not be distributed or shared outside the contest itself, and you will maintain the rights to the presentation given.

Technical Issues

Your video will be tested in advance of the contest itself to ensure no technical difficulties on the day. If there are any issues with the live question and answer session we will make all efforts to reattempt to connect so this can be continued. A telephone number you can be contacted on should also be supplied in case Teams connection is no longer possible.

This must be done during day of the event and the judges results after all presentations have been given will final.

Agenda

If your abstract is selected for presentation you will be contacted by our Regional Specialist Staff. They will provide you with timings of when your presentation will take place. After all presentations have been reviewed the moderator will review the scores and announce the winners as a separate meeting and via email. This may take place at a later date to the presentation day so that all scores have time to be collated.

For any questions or concerns about the processes described in this document please contact your Regional Specialist or you can contact spc@spe.org.