PRESENTERS' GUIDELINES

Technical & Organizational Guidelines:

- **Commercialism**: Please avoid commercialism in your presentation and handout materials. If you have delivered a good technical presentation, the marketing will go hand in hand. IADC & SPE receives strong criticism from conference registrants to commercial presentations orally and in the conference evaluation process. Please display your company's logo ONLY on the opening slide.

- **Be Prepared**: One of the biggest mistakes made is using too many slides. Rehearse your presentation to ensure you've used the time allotted. If you are using data projection, arrive early to test the hardware. Bring a back-up copy of the presentation to the conference.

- **Proceedings**: Please supply presentations in MS PowerPoint and papers in MS Word or PDF format. Presentations and papers will be posted as part of the Conference Proceedings in a password-protected website in PDF format a few days after the conference. Please note that an additional paper is encouraged but not required.

- **Power Point Presentation**: your DRAFT Power Point presentation will be reviewed by your session chair(s). This way you will receive peer feedback which helps you to create a high-quality presentation and raise the value and quality of the conference program. The deadline of submitting your DRAFT Power Point Presentation to your session chair(s) is **20 August 2024.** Your final Power Point Presentation needs to be provided to IADC **before 10 September 2024.** Please send it to lori.gagula@iadc.org

  IADC uses Office 2010. Please submit your files in a compatible format. Video/movie files should be provided separately from the Power Point file by the deadline so that functionality can be tested (QuickTime or MP4 video files do not play in a slide show in PowerPoint 2010). Please be sure to save all files associated with your presentation, including any movie clips (e.g., "avi', "mpg" or "mpeg" files) in 1 folder and please rename each file with your last name for identification before sending them to IADC. Movies in your presentation will not run without these files. Movie file names should not contain spaces or brackets.

- **SPE Paper:** For those of you submitting a paper to the SPE Library more information will follow from SPE. The deadline for manuscripts is **9 July 2024**. Deadline for submitting your DRAFT manuscript is **25 June 2024.** Please do not upload your draft into the SPE online system but send it directly to your session chair. He or she will review and, if applicable, advise you of any revisions to make before submitting your FINAL manuscript and forms. You will receive further information from Tamela Claborn, SPE tclaborn@spe.org .

- **Embedding Fonts**: Make sure that you have selected the box Embedded Fonts in your PowerPoint presentation. If you have not checked this box, it might be possible that the IADC conference laptop cannot read the fonts in the PowerPoint presentation that you have made. If you prefer to receive a manual on this, please contact the IADC office in the Netherlands.

- **Less is More**: Limit what you put on each slide. Try to use no more than three or four bullet points on each slide. A quick concise presentation is always the best choice. Small print and "busy" slides cannot be seen well by your audience. Blue, white and yellow backgrounds with contrasting text are easiest to read.

  Limit the number of slides, for a 30-minute presentation; around **15-20 slides are sufficient** depending on course of the talk. If you have more slides, please check length of presentation.

- **Releases**: Material submitted may be used in *Drilling Contractor* Magazine or other IADC publications but will not be released to third parties except as part of official conference proceedings, when proceedings are published.

- **Press**: IADC actively recruits members of the press to attend IADC conferences and will make speaker contact information available to those in attendance. If you do not wish to speak with the press, please let us know in advance, and we will not provide your contact information to the media.

- **Libel/Slander**: Please respect other companies, whether customers, competitors or suppliers by ensuring that your presentation is truthful and accurate to the best of your knowledge and in no way defamatory of others. Avoid commercial comparisons or criticisms.

- **Antitrust**: Please ensure that your presentation complies with all applicable antitrust statues by avoiding discussion of fair profit levels, stabilizing prices, allocating markets, or pricing procedures. Discussion of current rates or prices as determined by market forces is generally acceptable as is historical references to markets and prices.