

Speaker Guidelines

1. Preparation

- **Presentation Submission:** Submit your final presentation slides by June 30, 2026. Accepted formats include PowerPoint, PDF, and Keynote.
- **Biography and Photo:** Provide a brief biography (100-150 words) and a high-resolution photo for the conference program and website before your registration.
- **Content Relevance:** Ensure your presentation is relevant to the conference theme and audience. Avoid overly commercial content.

2. Technical Requirements

- **Equipment Provided:** The conference will provide a laptop, projector, microphone, and clicker. If you need additional equipment, notify the organizing committee beforehand.
- **Compatibility Check:** If you are using your device, ensure it is compatible with the provided equipment. Bring the necessary adapters.
- **Backup:** Bring a backup of your presentation on a USB drive and consider having a cloud backup (e.g., Google Drive, Dropbox).

3. On-Site Logistics

- **Arrival:** Arrive at the venue at least one hour before your session starts. Check in with the session chair or technical support team.
- **Green Room:** A green room will be available for last-minute preparations. You can meet with session chairs and other speakers here.
- **Technical Check:** Test your presentation with the provided equipment before your session starts to ensure everything works smoothly.

4. During Your Presentation

- **Time Management:** Adhere strictly to your allotted time slot. This includes time for Q&A if applicable. Practice beforehand to ensure you stay within limits.
 - Keynote: 30 Minutes
 - Standard Presentation: 25 Minutes
 - Lightning Talk: 15 Minutes
- **Engagement:** Engage with the audience. Use visuals, storytelling, and interactive elements where appropriate.
- **Questions:** Leave time for questions if your format allows. Repeat questions from the audience to ensure everyone hears them before answering.



5. Code of Conduct

- Professionalism: Maintain professionalism at all times. Respect the audience and other speakers.
- Content: Avoid offensive or inappropriate content. Ensure your material is inclusive and respectful of all audience members.
- Conduct: Follow the conference's code of conduct. Harassment, discrimination, or inappropriate behavior will not be tolerated.

6. After Your Presentation

- Availability: Be available for follow-up questions and networking during breaks or designated networking sessions.
- Feedback: Collect feedback from attendees and the organizing committee to improve future presentations.
- Materials: Share your slides with the conference organizers for distribution to attendees if applicable.

7. Miscellaneous

- Promotional Material: Distribute only relevant materials. Avoid placing marketing brochures or promotional items in unauthorized areas.
- Social Media: Use the official conference hashtag **#mindspace** to share updates and engage with the conference community online.

8. Emergency Procedures

- Emergency Contacts: Familiarize yourself with emergency procedures and contacts provided in the conference handbook.
- Health and Safety: Follow all health and safety guidelines, including COVID-19 protocols if applicable.

For any questions or additional assistance, please contact the organizing committee at contact@mindspaceconferences.com. We look forward to your participation and contribution to the International Conference on Oil, Gas & Petroleum Engineering (ICOGPE 2026).

