

Speaker Guideline for SPE Thailand Monthly Meeting:



General:

- The SPE Thailand focal point for the monthly meeting is the Program Chairperson (**Mr. Kasian Sintoovongse**, contact details on the foot note).
- Once your talk is confirmed, please provide a **title** ASAP as it is generally listed on our website at least 3 months in advance.
- Please also provide a **short Bio** and a **short abstract** which we distribute to all members via advance email notifications and published on our registration system (no longer than 300 words each)
- Prior to the meeting date, the final presentation shall be submitted to the SPE Thailand Program Chair at least **3 days in advance** for QC check on compliance. (Via email / or share drive link)
- SPE Thailand computer will be used, therefore on the day of the meeting, **please arrive at the Landmark Hotel by 5pm** to undertake a final check of your slides
 - Presentation itself should be within 30-45 mins. (No more than 20 slides)
 - Microphone and electronic pointer will be provided. (collar mic can be requested)
 - For contingency, please bring copy of the final slide deck on a USB drive along with you
- SPE Thailand features the social media live broadcast and recording in order to access wider audience via SPE Thailand YouTube live channel. We seek your permission for such, or else please notify us should you have any concern and wish NOT to opt for this feature on your talk.

Venue:

Venue is **Landmark Bangkok Hotel**, Sukhumvit Road which is right beside Nana BTS (Sky Train) Station on the Sukhumvit Line. +66-2-245 0404, www.landmarkbangkok.com

The meetings will be held in one of the meeting rooms on Level 3, but on occasion last minute changes may be necessary. Please check the LCD screen in the hotel lobby.

Given the current situation with COVID restriction, some meeting may have to be organized as Virtual Meeting (Zoom Session). Unless communicated otherwise, dry run session shall be conducted to ensure the readiness one day in advance. Timing will be same as the meeting using the same online session link.

Date & Timing:

Our meetings are scheduled on every 3rd Thursday of the month, Please note that the exact date should be communicated with you by the program chair. General timings on the meeting day are as follows:

- 5:00 - 6:00pm Door open for Registration & Networking
(Speaker must arrive by 5pm at the meeting room to check your presentation)
- 6:00 - 7:00pm meeting room is opened with buffet line, participant start seating.
(Speaker can commence a little earlier)
- 6:15 - 6:20 Welcome Remarks & Speaker Introduction by SPE facilitator and Program chair
- 6:20 - 7:05 Talks and Q&A
- 7:05 - 7:15 Lucky Draws & Closing Remarks

Post event, please feel free to join some of the attendees in the Rendezvous Bar at the Lobby Level or Huntsman Pub at the underground level of the hotel.

**** For online session during COVID, session will be at 6:00pm****

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Dress code:

Most attendees come with business casual to casual, it is advised for speaker to present in a professional manner, a minimum of Business casual expected as we also have a live broadcast and recorded on YouTube SPE Thailand Channel.

Attendees:

Average monthly meeting attendance over recent years for SPE Thailand meetings is ~60-90 pax, ranging from students through most career levels to retirees. Company MD's and Presidents quite often attend.

Please note that at least half the attendees are Thai Nationals, hence be conscious of your speech rate and adapt accordingly, especially if you have a strong accent.

Preparation for Power point slide:

The venue projector and screen are set for best fit with standard (4:3) ratio, widescreen (16:9) although not optimized but acceptable. Please follow the guideline to prepare your presentation.

Introductory Slide:

- Title, author name and company name and/or logo.
- Please check the Slide Master and remove headers and footers with a company reference.

Note: this should be the only slide to contain your company name and company logo.

Core Presentation / Information Slides:

- Try to avoid including too much information on a single slide.
- Select sans-serif fonts such as Arial, Helvetica, Calibri. Avoid serif fonts such as Times New Roman or Palatino as they are sometimes more difficult to read.
- Try to use font size 24 or larger, and a single font type throughout the presentation
- Please check the color contrast of the background versus font from a distance (i.e. might be OK closeup but perhaps not at distance).
- Please ensure labels on charts and graphics are readable from distance; use bold font if necessary.
- To test the font, stand back six feet from the monitor and see if you can read the slide.
- **No Commercialism. Company/Organization-branded templates should not be used.**

Final Slide:

- You may include thank you and acknowledgements
- This slide should be displayed during your Q&A time. The presentation will be followed by 10-15 mins questions from the attendees.

Please also confirm if a PDF version of the presentation can be shared afterwards.

SPE Thailand thank you in advance for your volunteering with good intention to share new knowledge and information to the E&P community in Thailand, looking forward to your talk.

Should you have any question, please do not hesitate to contact the program chair or vice chairperson contact below.