



*Africa: "Opportunity from Coast to Coast"*

**PES**  **GB**

## **HGS - PESGB 9th International Conference on African E&P**

### **Africa: A Multi-faceted Promise**

September 8-9, 2010

### **INSTRUCTIONS TO AUTHORS**

The Houston Geological Society - International Explorationists Group (HGS) and Petroleum Exploration Society of Great Britain (PESGB) will hold a two-day conference on Africa E & P September 7-8-9, 2010 at the Marriott Houston Westchase Hotel, 2900 Briarpark Drive, Houston, Texas

#### **SCHEDULE:**

Tuesday Sept. 7,

12-4 PM Exhibits setup

4-5:30 PM -Registration and OPENING RECEPTION

In Exhibits Area, Grand Pavilion Foyer

5:30-8:30 PM - *an associated special event will be held by the HGS International Explorationists Group at Westchase Hilton - (across the street from the Africa Conference). Registration for this is not included in the Africa Conference*

Wednesday Sept. 8,

-Registration 7:30 -5

7:30AM Continental Breakfast

Talks 9AM -5 PM (North and East Africa) -Grand Pavilion

Reception 5-8 PM Grand Pavilion Foyer (complimentary refreshments)

Thursday Sept. 9,

-Registration 7:30-1

7:30AM Continental Breakfast

Talks 9AM -5 PM (West Africa and South Atlantic)

(Exhibits teardown ~3-5pm)

#### **PROGRAM:**

The program consists of two full days of oral and technical poster presentations and sponsor's exhibits on Wednesday and Thursday 8-9 September.

Technical posters will be on display in a space adjacent to the Sponsor Exhibits and oral presentations.

There will be a buffet lunch each day. Coffee, tea and refreshments will be available at scheduled breaks and throughout the day.

A short reception will be held on Tuesday evening before the conference and again at the end of the first day in the area with posters and sponsor exhibits.

Posters and exhibits can be viewed during receptions, scheduled breaks, and lunchtime.

A proceedings volume will be distributed to attendees at the meeting. The volume will contain abstracts of the oral and poster presentations and prominent recognition of the sponsors. A CD containing the abstracts (and extended abstracts) will be included with the proceedings volume.

The planned program will be published in the HGS Bulletin and PESGB Newsletter in advance of the meeting and advertised by special emails to members of HGS, GSH, PESGB and selected company contacts.

Details of the conference are available at: <http://www.hgs.org>

#### **DEADLINES:**

- May 31 - Short Abstracts and Final Title
- July 31 - Extended Abstracts

**REGISTRATION:** Registration for the conference is available on-line with substantial discounts for Early Payment (before June 30) or advance registration (before September 1) at <http://www.hgs.org> (in calendar event for September 8-9, 2010). On-site registration will also be available (including a one day rate).

## **Abstract Formats and instructions to authors:**

Each author is requested to submit a short abstract with an opportunity to also submit an **EXTENDED ABSTRACT** for their oral or poster presentation.

Short abstracts (~200 words up to one page) will be reproduced in black and white and handed out at the meeting in the proceedings volume. Extended abstracts can be several pages in length and include text figures in color or B&W. All abstracts will be compiled on a CD that will be distributed at the symposium.

AUTHORS are solely responsible for the content of the material submitted and will be asked to release HGS, PESGB and the sponsors from any consequence of distribution of the material.

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### **SHORT ABSTRACTS:**

Short abstracts (~200 words up to one page) will be reproduced in black and white on 8 ½ x 11-inch paper and handed out at the meeting in the proceedings volume.

Length should be from ~200 words up to a maximum of one 8 1/2" x 11" page.

Submit in an MS Word document.

Include contact information for the author(s) in the abstract (email and/or mailing address).

Indicate the speaker with an asterisk (\*) after the name in the author list.

Short abstracts may be posted and/or archived on the HGS web site.

Send Short Abstracts to [Africa2010@att.net](mailto:Africa2010@att.net) or [al.danforth@att.net](mailto:al.danforth@att.net) as an email attachment in MSWord.

### **EXTENDED ABSTRACTS: (due by July 31)**

*Extended abstracts will be compiled on a CD in Adobe Acrobat (PDF) format, reproduced and distributed along with the proceedings volume of short abstracts to participants at the symposium. **The CD will not be secured or protected by copyright.***

Length may be several pages and can include B&W or color graphics.

Include contact information for the author(s) in the abstract (email and/or mailing address).

Page size can be either A4 or 8 1/2"x11".

Graphics can be text figures, page-sized or oversize and may be in color.

All or part of your PowerPoint presentation can be included.

Oversize maps or figures from your poster could also be used.

### **If it is possible, please send the material in PDF format.**

If sending a PDF file, please do not put security on it, as this will cause problems compiling the CD.

Each file submitted should include the principal author's surname in the file name.

Include also a figure # in the file name if it is a separate graphic file.

Send extended abstract materials to [Africa2010@att.net](mailto:Africa2010@att.net) or [al.danforth@att.net](mailto:al.danforth@att.net) (**BEFORE JULY 31!**)

*Include your current contact information.*

Send as an email attachment if less than 10 MB.

If the file is larger than 10 MB, request instructions to either mail a CD or for using an FTP site, (Request instructions from [al.danforth@att.net](mailto:al.danforth@att.net)).

## **Instructions to Presenters:**

### **ORAL PRESENTATIONS:**

Talks will be presented in the Pavilion Room at the Marriott Houston Westchase Hotel. Presentations will be organized into sessions by geographic area or theme. Session chairs will introduce each speaker and coordinate Q&A and timing. Speakers will present from a podium on a raised platform using a single large screen and single digital projector. PowerPoint presentations are considered the norm.

Talks should be no more than 25 minutes including Q&A.

Speakers should bring their PowerPoint presentation on a memory stick or CD.

PowerPoint 2007 and 2003 will be available.

***Save PowerPoint file with fonts embedded.*** However, there is no guarantee that the fonts, screen size, or resolution etc. will be suitable.

A laptop and projector will be available in a "Speakers Room" to test presentation in advance.

Please advise in advance if other software or projection equipment is desired.

Provide a short biographical sketch for the Session Chairs to use for the introduction.

### **POSTER PRESENTATIONS:**

Poster presentations will be in booths adjacent to the sponsor exhibits and refreshments (see floor plan below).

Posters will be on display throughout the conference to be viewed during breaks, lunch and receptions.

Booths of either two or one 4'x8' foot panels will be provided.

**Please advise in advance how many panels you will need.**

The panels in the booths are fabric-covered and posters can be mounted with Velcro or pins. *(Limited supplies of Velcro, pins and tape etc. will be available but you may wish to bring your own supplies.)*

Poster presentations are to be technical presentations. *Distribution of promotional material is discouraged, in fairness to the sponsors.*

Booths will be assigned as posters arrive.

Posters should be put up before the opening reception on Tuesday at 4 PM, or early on Wednesday morning.

All material should be removed at the end of the last day.

