

## TECHNICAL TALK GUIDELINES

SEP 2024

## **Talk Objectives**

The Technical Talks are planned to be informal presentations focusing at providing insights and technical knowledge on the planning, implementation, design, construction & operation of tunnels and underground space projects either in the Philippines or in other Countries relevant to the Philippines.

They are envisaged to be informative and to provide a basis of sharing experiences on tunneling approaches, products, innovation, design and construction as well as lessons learnt to share amongst the tunneling and underground space community in the Philippines.

## The Management and Implementation Procedure to Follow

The PTS tunneling technical talk series are **NOT** intended to be commercial or marketing talks solely to showcase specific products and services and **MUST** include significant content that outlines tunneling and underground space issues as noted in item 4) below.

- 1) The **speaker / presenter** should be a member of the society or be **connected to a corporate sponsor or corporate member** to be allowed to provide a talk.
- 2) Alternatively, the PTS may extend invitations to selected speakers to make talks on behalf of the PTS.
- 3) **Bio of speaker** and **tech talk brief description** to be provided **at least 1 month before the event**. If not, then **the talk may be offered to another presenter / company**.
- 4) Any presentation should focus and provide context in the talk on one or more of the following:
  - a. Tunnel or underground project description.
  - b. Tunnel or underground project equipment used and technical details as appropriate.
  - c. Ground conditions applicable for the project and/or the range of ground conditions that the equipment or technical equipment can be used for.
  - d. Provide context to the types of ground conditions in the example tunnel or underground project and whether it is applicable to the Philippines.
  - e. Should provide design guidance, assumptions, where appropriate, for the tunnel or underground project.
  - f. Should provide lessons learnt for the tunnel or underground project, if applicable.
  - g. Should provide pro's and con's where appropriate of the tunnel options or project or equipment, if needed.
  - h. Should provide, where possible an idea of cost, scale and timeline of the tunnel and underground project or equipment etc.
- 5) Face to face speaker presentations preferred but on-line Zoom sessions are OK with a hybrid approach.
- 6) **Maximum of 2 speakers** for any particular single presentation.



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- 7) **Maximum of 45min duration for the talk.** (Maximum 90No slides assuming 30sec per slide for a quick informative presentations).
- 8) Allow for minimum of 15min of Q&A.
- 9) Max 4No. slides in the speaker's presentation for direct advertising of the speaker's company, contact details and/or company or speaker experience.
- 10) Please provide a draft copy of the proposed PPT at least 7 days prior to the event / talk for approval. By providing the proposed presentation to the PTS, the speaker(s) acknowledge that the presentation does not infringe any copyright.
- 11) The speaker's organization can provide handouts for the attendees and can provide up to 4No roll up banners to be placed in the meeting room for advertising and marketing purposes, as appropriate.
- 12) The PTS will pay for the venue as well as snacks based upon the registered number of people stated to attend in person for the talk.
- 13) The speaker/s or his/her company should sponsor the drinks for the event. This usually accounts for around PhP30K and depends on the number of people attending the event.
- 14) The PTS will setup the zoom meeting and the links and issue the speakers tech talk notice and distribute to its membership and distribution list.
- 15) The speaker/s will get free entry to the event and the speakers company / sponsor will get an additional 2 No free entry for their colleagues / friends on top of the appropriate number of member entries depending on the membership category, (4No Corporate Sponsors, 2No Corporate Member rates).
  - Note: **The PTS will introduce the speaker, and the talk** prior to the Tech Talk being given and invite the speaker/s to present. (about 3 ppt slides).
- 16) PTS reserves the right to record the session/presentation and may post a link to the recording or the presentation on its website and social media channels. The speaker(s) and his/her organization acknowledge, that PTS has the permission to re-share the presentation and has the right to record the presentation and re-share this recording to its members and the public.

For any questions or clarifications, contact us at www.philtunnelsociety@gmail.com.