

REGIONAL AND TOPICAL MEETINGS

The following is an excerpt from the *Procedures Manual for SPE Meetings and Exhibitions*. A complete copy of the manual is available from meetings@spe.org.

INTRODUCTION

The SPE Meetings and Exhibitions Policy was revised to reflect a desire to bring all SPE meetings to a uniform standard and to promote the availability of SPE staff to serve as meeting consultants, contributors, or managers of any SPE meeting. The policy also reflects the fact that expenses for each SPE regional meeting shall include costs for staff time. The policy is designed to guide sections, regions, and other organizations in producing successful SPE meetings, as it provides the foundation for planning and conducting all events in which SPE is involved.

Following this policy will allow an SPE meeting to meet the standards that have contributed to the society's success and that are expected by the industry and its professionals for any program or activity that bears the SPE imprimatur. Because all meetings and exhibitions are part of the society's global program, the support of local members is extremely important to the success of these events.

While sections function largely on an autonomous basis, the programs— including the underlying technology presented at all SPE meetings— are the assets of the society and, therefore, the responsibility of the society. This policy is presented as a guide for sections, regions, or others who wish to produce successful SPE meetings. It also is a framework for cooperation between sections and SPE staff in order to present meetings in a uniform manner.

SPE can work closely with the society's members and carry out additional support activities, which are discussed in "Administration of Meetings" of this policy.

COOPERATIVE AGREEMENTS

SPE sometimes works with other groups in cooperative ventures. All such relationships must be approved by the SPE Board of Directors. No SPE unit (e.g., section, region) may commit or imply commitment of SPE through written or oral contracts. SPE is ultimately liable, both legally and financially, for all SPE meetings. Some exceptions can apply in countries where other SPE offices or entities only can be recognized. The board considers and approves SPE involvement in cooperative efforts in the following categories. No SPE meeting can be implemented without approval.

Sponsor/Cosponsor

SPE has an active role in organizing the technical program and/or exhibition and in planning and conducting the event. SPE has financial participation in the event. SPE publicizes the event in *JPT*, on the SPE website, and elsewhere.

Participating Organization

SPE participates in organizing the technical program. SPE lists the event in its meetings calendars (*JPT* and the SPE website) and provides mailing labels to the event at a nominal fee.

Endorsing Organization

SPE lends its name to the event but has no input into the technical program and plays no role in planning or administration. SPE lists the event in its meetings calendars (*JPT* and the SPE website). The organizer frequently purchases SPE-member mailing labels.

DEFINITIONS

The following will help all parties understand the terms used in the procedures manual.

SPE Meeting

An SPE meeting is one that is planned, organized, managed, and implemented primarily by the SPE staff, in cooperation with involved members.

Annual Meeting

The Annual Technical Conference and Exhibition (ATCE) is the society's flagship meeting of the year.

Regional Meeting

A regional meeting is one where an SPE region or section is designated by the SPE board to plan and manage an event under the SPE board-approved *Meetings Policy and Meetings Procedures Manual* that is intended to provide for technical dissemination between the sections in a geographic region. A list of SPE regional meetings can be found in Appendix A.

Topical Meeting

A topical meeting is targeted at individuals interested in a particular technical topic. Some topical meetings are organized by a SPE region or section as designated by the SPE board.

Applied Technology Workshops (ATWs)

ATWs are limited-attendance meetings that provide registrants with the latest applications of a specific technology. The focus is on sharing information on the chosen topic among individuals in an interactive setting without formal papers.

Forum Series

Forum series meetings bring together experts in specific topics to focus on the future aspects of that technical area or industry topic. To encourage sharing on sensitive future issues, no formal papers are presented.

Section Meeting

A section meeting is one that is held on a monthly or periodic basis primarily for the benefit of the SPE members who reside in the section area. This meeting is planned, organized, managed, and implemented primarily by local officers and other involved members. Such meetings may be arranged jointly with other societies' local sections.

Joint Meeting

A joint meeting is a meeting cosponsored by SPE and one or more other organizations. The SPE Board of Directors will approve all joint meetings, including agreements with cosponsors. Agreements are required to be submitted with the meeting request form before joint meetings may be conducted.

MEETINGS POLICY

SPE is a global organization that promotes technology dissemination in the upstream oil and gas industry. Meetings and publications are the main SPE activities through which technology is disseminated. The SPE Board of Directors is committed to producing quality products for its members, at reasonable cost, while maintaining financial stability within the organization and providing for continued growth of programs and services. Financial stability is a multifaceted term that has components involving income, expenses, and liability issues, as well as protecting the tax-exempt, not-for-profit status of SPE. One of the most important functions of SPE is to plan and conduct quality meetings. To assure that SPE maintains quality, the SPE board has adopted this policy governing the planning, conduct, and evaluation of any meeting where the SPE imprimatur is used or where SPE is otherwise associated, either directly or indirectly.

All SPE sections, regions, events, funds, contracts, and commitments are ultimately the responsibility of SPE. As such, SPE shall maintain reasonable control over affairs that affect all of its members. In addition, SPE provides many nonrevenue-generating services to its members. Revenue from SPE and joint meetings, plus revenue from exhibitions, provides over one-half of SPE's revenue.

This meetings policy, including the sections "Administration of Meetings," "Administration of Exhibits," and "SPE International Meetings," governs all SPE meetings. This policy was written to allow for consistent administration of all SPE events. The details in these sections do not apply to section meetings; however, local sections may use these as a guide.

SPE is an organization with worldwide operations. The SPE board is the society's governing body and has a fiduciary responsibility to generate revenue to support member programs that do not generate revenues themselves and to manage costs so that SPE remains financially stable. The revenue for SPE is derived from these sources.

Revenue Source	Approximate Percentage*
Meetings	60% to 65%
Member Dues	10% to 15%
Publications	10% to 15%
Others	5% to 10%
*As of 2002	

Publication expenses normally offset the revenue generated from publications. The main sources of revenue to fund the worldwide operations of SPE are meetings and dues. Revenue at a section level is sourced generally from meetings and fundraising activities. SPE will maintain a meetings policy that is fair, clear, and easy to administer

and that will support generation of the revenue required for funding the worldwide operations of SPE.

USE OF SPE IMPRIMATUR

Substantial value and credibility is added to any meeting whenever the SPE imprimatur (the SPE name and/or logo) is used. The value and credibility of the SPE imprimatur has developed as a result of the unselfish efforts of thousands of volunteers over the past decades. As such, the board has adopted this meetings policy to be certain that all SPE meetings are conducted to the standards set forth in this policy. The SPE imprimatur also has a financial worth and carries certain liability constraints.

No member, section, or region is authorized to use the SPE imprimatur without following the guidelines in this meetings policy and in the meetings procedures manual.

PURPOSE OF MEETINGS

The members of SPE have multiple purposes and expectations when they are planning SPE meetings. Involved members shall determine the purposes of each meeting and plan the meeting to fulfill the stated purposes. Some common purposes are as follows:

- To exchange technology
- To promote volunteerism
- To generate income for SPE's worldwide operations
- To generate income for regional/section activities
- To offer networking opportunities
- To market industry products and services
- To increase SPE membership

OBJECTIVES OF MEETINGS POLICY

The SPE meetings policy has been adopted by the board to ensure that all SPE meetings are conducted

- With the highest possible level of quality and professionalism
- With well-defined technical and financial goals
- In a manner that minimizes SPE liability
- In a manner that protects the status of SPE as a tax-exempt, not-for-profit organization
- With efficient use of SPE resources
- In an orderly, consistent manner throughout the global organization so that conflicts with other meetings and programs can be minimized
- In a manner that complies with local legislative and cultural requirements

UNDERLYING PRINCIPLES TO THE POLICY

The following principles form the foundation for the meetings policy and meetings procedures:

- Any meeting where the SPE imprimatur is used shall be conducted in a manner that is consistent with the meetings policy.
- SPE shall avoid scheduling conflicts among its meetings.
- Contractual, legal, and copyright policies shall be considered in planning all meetings.
- SPE is ultimately liable for all SPE operations, including section activities.

PROCEDURES, TRAINING, AND EVALUATION

For a policy to be implemented successfully, both a meetings procedures manual and training are required. Responsibility for developing and maintaining the procedures manual lies with SPE staff. The board committee will review and approve the content of the meetings procedures manual to ensure it appropriately reflects the procedures for implementing SPE meetings and the experience of the membership. The meetings procedures manual defines roles and responsibilities, as well as helpful tips for the planning and conduct of conferences, SPE Applied Technology Workshops (ATWs), and the SPE Forum Series. To ensure the policy and procedures are understood and used by involved members, training sessions will be held. These training sessions will be organized and conducted at the direction of the SPE board.

For continuous improvement, it is important that all SPE meetings be evaluated by the involved members and the attendees of each meeting. The SPE Board of Directors Committee on Technical Programs and Meetings (or any subsequent board committee responsible for meetings) defines a procedure for quantitative evaluation of all aspects of every meeting. The data from the evaluation forms are to be stored in a database that can be used to inform the board and involved members on the success of or needed improvements for individual meetings. By thoroughly evaluating all meetings, future meetings can be improved to provide increased value to SPE members. The ultimate responsibility for the technical, organizational, and financial performance of all meetings lies with the SPE board, in collaboration with the staff. The SPE board committee may choose to delegate the evaluation of certain meetings to the staff or other committees, as they deem appropriate in the best interest of the membership.

VOLUNTEERISM

A hallmark of a professional, technical society is the willingness of its members to volunteer their services by serving as authors, committee members, etc. SPE thrives on volunteerism. All activities at the sectional, regional, or international level are successful only because of the volunteer efforts of SPE members. Thus, any section or region hosting an SPE meeting shall apply the concept of volunteerism to assure the success of the meeting.

The board realizes, however, that certain tasks are best handled by professional meeting planners. Thus, for certain tasks, the volunteers on the organizing committees shall work with SPE staff or local contractors under the oversight of SPE staff to accomplish those tasks in the most efficient manner.

ADMINISTRATION OF MEETINGS

One objective of the SPE meetings policy is to provide a framework for administering meetings in an orderly, consistent manner throughout SPE's global organization. All policies and procedures have been developed and are under the review and direction of the SPE board.

This meetings policy, including the sections "Administration of Meetings," "Administration of Exhibits," and "SPE International Meetings," applies to all SPE meetings and was written to allow for consistent administration of all SPE events. The details in "Administration of Meetings," "Administration of Exhibits," and "SPE International Meetings" of this policy do not apply to section meetings; however, local sections may use these as a guide.

The SPE board delegates some of its review and control responsibilities to individual members or staff. When planning or conducting a meeting, any deviation from the policies or procedures is to be approved by the board, the regional director, or SPE staff, depending upon the specific issue(s).

Involved members and SPE staff are encouraged to communicate by email and fax, especially where time zones are distant.

SPE MEETINGS

All SPE meetings must be approved by the SPE Board of Directors Committee on Technical Programs and Meetings (BCTPM) (or any subsequent board committee responsible for meetings). A Meeting Request Form shall be submitted to the BCTPM at least 18 months before the proposed meeting date. ATWs, which operate under shorter time constraints, are excluded from this 18-month requirement. This is particularly important for regional and annual meetings; however, it is recognized that other meetings that operate under shorter time constraints may be excluded from this requirement. The BCTPM is required to respond within 30 days of receipt of the application. No SPE meeting can be implemented without approval. Meeting requests may be denied if outstanding meeting paperwork (financial outcome, meeting evaluation, etc.) from beyond the last edition of the meeting remains delinquent or if the technical papers were not provided for inclusion in the SPE eLibrary.

Oversight of the SPE Forum Series is delegated by the board to a Forum Series Coordinating Committee. This committee maintains oversight of topic selection,

frequency of repetition, and balance of the topics in a regional and global manner. The coordinating committee delegates detailed supervision of individual forum series meetings to a number of regional implementation committees (currently Eastern and Western Hemisphere). These committees are responsible for performing the continuous task of meeting performance evaluation criteria.

Administration of ATWs is delegated by the board to the SPE staff. Member input is also essential to the success of these events. On the basis of input from members, the staff schedules topics, location, and frequency of workshops and is responsible for all business aspects. Individual ATW program committees plan the technical agenda and speakers.

To maintain quality at all SPE meetings, the staff is accountable for planning, logistics, and implementation.

If third-party contractors are to be used for any or all of the above tasks, the involved members may recommend who to hire, but these contractors are to be approved by SPE staff, and all contracts between contractors and SPE are to be approved and signed by an SPE event manager. All fees and invoices paid to outside planners also are to be approved by the SPE event manager. Involved members seeking approval to manage and perform any of the tasks listed in this section shall declare and explain their intent in the meeting planning documents, and such exceptions require approval of the board's Technical Programs and Meetings Committee.

Technical presentations shall be supported by manuscripts written by the presenting author(s). Substitutes for full papers, such as abstracts or PowerPoint presentations, are not acceptable. The manuscripts will be assigned SPE numbers and included in the meetings proceedings and subsequently in the SPE eLibrary. SPE will hold copyright to these papers. For a joint meeting, the board may authorize joint publication rights with an official cosponsor.

Formal manuscripts are not required for special presentations, such as keynote speeches, panel sessions, and plenary sessions; however, organizers shall try to obtain presentation materials, such as a speech transcript or PowerPoint presentation, and permission for SPE to post the information on the SPE website. These materials will not be copyrighted by SPE.

Manuscripts submitted by the authors shall support technical paper presentations. Written manuscripts are key to fulfilling SPE's purpose in holding conferences by capturing technology for dissemination beyond the conference attendees.

The program committee for each conference shall enforce a "no-paper/no-podium" policy for the conference or develop alternative policies, subject to board approval, designed to enforce the importance of manuscript submittal.

No paper/no podium means that, with the exception of panel session participants and occasional special keynote speakers, authors who do not submit a manuscript and the associated required forms by the manuscript due date will be withdrawn from the program and not allowed to present. If a meeting wishes not to adopt the no-paper/no-podium policy, an exception can be requested, with reasons for seeking the variance, when the Meeting Request Form is submitted.

Historically, 10–15% of papers accepted for meetings on the basis of the abstracts submitted are withdrawn, not submitted on time, or not presented at the meeting. Most of these papers do not end up in the SPE eLibrary, which is one of the most important assets of SPE. The program committees shall select 10–15% more papers than desired for the meeting, knowing that some of the papers will never be written nor presented. After the manuscripts are received by SPE staff, the technical program can be finalized and posted on the SPE website. The no-paper/no-podium policy will ensure that all manuscripts will be included in the proceedings and the eLibrary.

Program committees may accept papers for publication in the meeting proceedings that may not be included on the program for presentation. There are many reasons for doing this; for example, (1) an author who has been a “no show” at several meetings, but whose papers have generally been very good, shall be included in both the proceedings and the SPE eLibrary; or (2) contingency papers to be “backup” in case another author is unable to present shall be accepted for publication. Such cases shall be the exception rather than the rule, comprising no more than 5% of the proceedings. Such papers will be held to the same high standards as the papers that are presented. The papers will be copyrighted to SPE and included in the SPE eLibrary.

Meeting committees of SPE will be organized to assist in matters such as soliciting paper proposals and speakers, reviewing paper proposals, serving as session chairpersons, planning social activities, planning short courses, and evaluating the success of the meeting. Descriptions of committee roles and responsibilities for meetings, SPE Applied Technology Workshops, and the SPE Forum Series are outlined later in this document.

Regional and topical meetings are conducted as SPE meetings under the management of either SPE sections or SPE staff. Historically, meetings that have been managed by SPE sections have been charged for direct costs (i.e., third-party costs) for activities conducted on their behalf by SPE staff, but not for the costs for staff resources themselves. Beginning in fiscal year 2004, all meetings will be charged for the costs of all staff and services provided. A proposed budget, including all direct costs and staff costs, will be prepared during the meeting planning process.

JOINT MEETING

Special care shall be taken to be certain that joint meeting topics, agendas, and/or partner organizations do not jeopardize the SPE not-for-profit status and are in compliance with SPE policy.

The board's Technical Programs and Meetings Committee approves any joint meeting. A decision shall be provided within 30 days of submission unless any of the sponsors of the meeting is a commercial organization, in which case 60 days are allowed for review and approval. SPE will support joint meetings for the primary purpose of technology dissemination.

A proposed agreement between SPE and any cosponsor(s) shall be submitted in writing with the Meeting Request Form, for board approval, before a commitment is made. At the minimum, the agreement shall include each cosponsor's operational and financial responsibilities, any special meeting conditions (such as papers copyrighted in the name of the meeting for joint rights by the cosponsors), and any proposed revenue and cost-sharing agreement. An example of a joint meeting agreement is provided in the meetings procedures manual.

Proposed financial arrangements, delegation of responsibilities, and copyright assignment is to be included in each agreement.

Except for special provisions made for certain joint meetings, as approved by the SPE Board of Directors, SPE will maintain the copyright on all technical papers programmed by SPE.

In joint meetings, the SPE regional director will be kept fully informed by the members planning the meeting and included in all negotiations with cosponsors.

When feasible, the SPE staff shall plan, organize, conduct, and supervise the execution of joint meetings.

CONCURRENT MEETINGS

The board's Technical Programs and Meetings Committee approves any concurrent meeting. A decision shall be provided within 30 days unless any of the sponsors of the meeting is a commercial organization, in which case 60 days are allowed for review and approval.

SPE will support concurrent meetings for the primary purpose of technology dissemination.

A proposed agreement between SPE and any cosponsor(s) shall be submitted in writing for board approval, with the Meeting Request Form, before a commitment is

made. The agreement shall outline all reciprocal arrangements, registration fees, etc., between all concurrent meeting sponsors. See the meetings procedures manual for an example of a concurrent meeting agreement.

SPE will maintain the copyright on all technical papers programmed by SPE for the concurrent meetings.

In concurrent meetings, the SPE regional director will be kept fully informed by the members planning the meeting and included in all negotiations with sponsor organizations.

When feasible, the SPE staff is available to plan, organize, conduct, and supervise the execution of concurrent meetings.

ADMINISTRATION OF EXHIBITS

An exhibition is often held in conjunction with SPE meetings. The primary purpose of the exhibition is to exchange technical information on products and services related to oil and gas exploration, drilling, and production. In the SPE model, the program (sessions) and exhibition are complementary and are planned to further SPE's mission. The policy regarding management of exhibitions considers that

- Costs to exhibitors can be substantial.
- Too many exhibitions can be detrimental to exhibiting companies.
- The SPE database of exhibitors is a valuable asset that requires protection, especially when conducting joint meetings.
- The database of exhibitors contains confidential information.

The following policy applies to exhibitions at joint meetings:

- When feasible, all exhibitions at any SPE joint meeting shall be administered by SPE staff.
- If the SPE board determines it is not feasible to have SPE staff administer the exhibition, then the SPE host region or section may organize and operate the exhibition using volunteer SPE members or, with SPE board approval, contractors under the advice of SPE staff.
- Due to the proprietary nature of the SPE data, SPE staff handles any use of names/companies in the SPE database for purposes of mailing materials to potential exhibiting companies.

FINANCIAL POLICY

Certain SPE meetings and exhibitions are conducted to both disseminate technology and to generate revenue for SPE. Other events may not have revenue generation as a

goal. The goals of each SPE event are set by the meeting organizers and planners and approved by the SPE board.

Revenues and expenses for all SPE meetings are the responsibility of the SPE board. However, the board may delegate administration of revenues and expenses to SPE staff or a host section or region. It is recognized that historically some meetings were not billed for staff costs. Currently, all meetings will be provided with direct and staff-allocated charges. In fairness to all members, the value of services provided by SPE staff is to be recovered for all meetings where such services are used. Therefore, all SPE meetings shall be planned and budgeted to at least break even.

Staff charge-out rates will be periodically reviewed by the board's Audit and Administration Committee and approved by the board of directors. Exceptions to the policies must be recommended by the Technical Programs and Meetings Committee and ratified by the board. The SPE board may grant approval upon request for certain meetings to be allowed to pay for services at a reduced rate approximating the variable/marginal staff rate, as determined by the SPE accounting staff, and approved by the Audit and Administration Committee. Shall a section or region seek to host a meeting and coordinate its planning, setting the fee and making all arrangements, they are then accepting the financial responsibility for paying SPE for services rendered just as they would any other vendor. Such payment is expected whether or not the meeting makes a profit.

ATTACHMENTS

- Conflict of Interest Statement
- Editorial and Advertising Policy
- Graphic Standards Guide
- Meeting Request Form
- One SPE Guiding Principles
- Guidelines for Papers Presented at Section Events for Inclusion in SPE eLibrary
- Policy for the Use of SPE-Copyrighted Material
- Policy on the Use of the SPE Name and Logo
- Statement of Antitrust Compliance Policy

For more information, contact

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