

RESOURCES AVAILABLE TO SECTIONS FROM SPE

Thank you for volunteering to serve your section and SPE. To help you be successful, SPE provides resources to you and your section. Of course, one of the best resources is to learn from other sections. SPE hosts a section officer workshop each year at the Annual Technical Conference and Exhibition. The workshop provides great training for officers on operating a section, but it also showcases presentations of best practices from the winners of the President's Award for Section Excellence. For information on attending this workshop, contact sections@spe.org.

SUPPLIES

The following section supplies can be ordered by emailing sections@spe.org.

Section Logo

Sections can order, at no cost, an electronic SPE logo file for newsletters, stationery, or other printed materials disbursed or used by the section. The section name must be used with the logo. Please refer to the "Policy on Use of the SPE Logo" and the "SPE Graphics Standards Guide" for more information.

Podium Sign

SPE provides a section podium sign when the section is first established. Additional signs are available for section or study group meetings for USD 10 plus shipping. The sign is an 11- x 14-in. (28- x 35.5-cm) white form-core board with black lettering. It can be displayed on a table or hung from a podium.

SPE Banners

Printed with the SPE logo and the name of your section, these nylon banners are 5 ft wide by 2 ft high. Banners are approximately USD 175 plus shipping.

Stationery

Newly formed SPE sections are provided 250 sheets of stationery and envelopes at no charge. SPE will provide additional stationery and envelopes imprinted with the section name and logo upon request. The cost is dependent on the order quantity.

FINANCE

Section Funds on Account

SPE holds section funds on account when requested. These funds may be used to purchase section supplies or books or to pay membership dues and registration fees. Sections that wish to avoid currency exchange fees or that have difficulty moving funds into and out of their country can benefit from these accounts.

Scholarship and Student Support Matching Funds

SPE matching funds are available for sections to support industry-related university scholarships, reimbursement of student travel to SPE meetings, and/or purchase of SPE software and publications for student chapters or universities. Support is also available for educational outreach programs for preuniversity school children. More information is available in the chapters dedicated to scholarships and Energy4me.

Dues Rebate

Sections receive USD 1 for each member of the section (excluding students) who has paid dues in full by 31 December. The minimum rebate is USD 300; there is no maximum.

Entrance Fee Rebate

Each new SPE member pays an entrance fee based. Sections with fewer than 75 members on 31 December receive 100% of paid entrance fees. Sections with 75 or more members receive 50% of the paid entrance fees.

Section Affiliate Rebates

Sections receive USD 1 for each paid affiliate member as of 31 December. There is no maximum.

MEMBER COMMUNICATION

Member List

Sections are provided an electronic list of members, including mailing and email addresses. The membership chairperson receives a monthly notice when the file is available to download. Any officer of the section may request access to the downloadable file. The roster should be used to mail or email newsletters, meeting notices, or information about other SPE-endorsed programs. Please refer to the “Email Guidelines for Sections and Student Chapters.”

Websites

A website is a cost-effective method to distribute both internal and external communications. SPE has web hosting services to assist sections in establishing and maintaining a website. For more information, refer to the “Guidelines for Section Websites” or contact sections@spe.org.

Newsletters

Many sections use a monthly newsletter to be communicate with members. When planning a newsletter, consider costs, distribution, and personnel. Regular board meetings, at which committee reports are made, can serve as the main source of articles for newsletters. For more tips on section newsletters, refer to the section manual chapter on communications.

Printed Promotional Materials

SPE has a variety of printed promotional materials that are available for sections to use for membership retention and development. To receive a list of available materials and place an order, email service@spe.org. You can order membership applications, the *SPE Book and Publications Catalog*, the *SPE Meetings Planner*, promotional flyers for young professionals and university students, and much more.

AWARDS AND RECOGNITION

Nominations for Awards

SPE has a distinguished tradition of recognizing members for their personal contributions to the industry. Members receive awards for their technical contributions, professional excellence, career achievements, service to colleagues, and industry leadership. SPE awards members on a regional and international level. Nominations for awards are due by 15 February. More information is available at www.spe.org/awards or from awards@spe.org.

Nominations for Distinguished Lecturers

The SPE Distinguished Lecturer Program is one of the most popular SPE-administered programs. Its purpose is to provide sections with up to three outstanding speakers who are experts in their field. All members are encouraged to nominate members to serve as distinguished lecturers. All nominations must be submitted to disting_lect@spe.org by 1 February.

Section Awards

Section awards recognize individual contributions to the section. The awards do not require approval by the SPE board and may be ordered by section officers.

- 1) **Past Section Chairperson Award** is a customized award for presentation to past section chairpersons in appreciation for dedication and service to the section. The SPE logo is imprinted on a gold-toned medallion that is personalized with the recipient's name, section name, and years of service. This piece is presented in an 8.5- x 9.5-in., two-toned walnut-finish frame. The award is USD 95 plus shipping and can be ordered through SPE section management. Orders placed in the US will be sent by UPS. Orders placed outside the US will be sent by DHL unless otherwise requested. Allow 8–10 weeks for delivery.
- 2) **Section Service Awards** can be used to recognize a member's outstanding contributions to the section. The award has an 8- x 10-in. black wood base with a silver plate that includes the SPE logo. The award is USD 85 plus shipping and can be ordered through SPE section management. Orders placed in the US will be sent by UPS. Orders placed outside the US will be sent by DHL unless otherwise requested. Allow 8–10 weeks for delivery.

WAYS TO ENGAGE YOUR MEMBERS

Ambassador Lecturer Program

The SPE Ambassador Lecturer Program sends young professional members to visit and speak with SPE university chapters to get students excited about careers in the energy industry. These lecturers share a glimpse into their own career experiences while discussing the opportunities and cutting-edge technologies that students could encounter through a career path in the industry.

Conferences and Workshops

SPE conferences, exhibitions, and workshops are held in every oil- and gas-producing region in the world, reaching six continents. Each year, SPE offers more than 90 topical, regional, and international events that deliver emerging technologies, new operating methods, and hands-on experiences with the latest equipment. SPE events also allow members the opportunity to meet, network, and interact with their colleagues. Members receive substantially discounted prices for meeting registration and conference *Proceedings*. For a complete list of events, visit www.spe.org/events.

Continuing Education

SPE understands the importance of continuing education to professional engineers. Whether for keeping skills up to date, improving expertise, or learning new techniques, SPE's programs and courses help members maintain high professional standards and show their commitment to the profession. SPE offers short courses at select meetings and through its sections. Registration is available to members at substantial discounts. SPE also offers a variety of online courses that provide industry professionals the convenience of taking courses from home or the office. These courses are self-paced, accessible from virtually any location, and interactive, with opportunities to interface with the instructor via email. Continuing education units are awarded for completion of these courses. More information is available in the continuing education chapter.

Distinguished Lecturer Program

The Distinguished Lecturer Program is one of the most popular SPE-administered programs. Its purpose is to provide sections with outstanding speakers who are experts in their field. Every SPE section is entitled to three Distinguished Lecturer presentations each year. Topics and individual lecturers are selected annually by the Distinguished Lecturer Committee. Information on scheduling lecturers for your section is available in the program chairperson chapter.

eMentoring

SPE's online mentoring program provides an effective and convenient way for members at every career stage to connect and share information. Mentors provide practical career advice to help SPE young professionals and student members reach their full potential. In addition to being mentored, young professionals also have a

unique opportunity to serve as mentors to students who are seeking the guidance of younger professionals as they transition into the working world. Because our members are around the world, eMentoring provides the opportunity to transcend geographic boundaries and time constraints through online communication.

Energy4me

SPE's Energy4me program creates and promotes the use of targeted materials and programs to provide credible, balanced energy information to students, teachers, and the global public about the contribution of the petroleum industry to the quality of life. The program also provides petroleum industry career resources.

Members are encouraged to get involved in the speaker program. The Energy4me kit provides easy-to-use speaker resources that members can use in preuniversity classrooms. Materials are tailored to age groups (primary, intermediate, and secondary students, as well as adults). The kit can be purchased by SPE sections, or materials can be downloaded from www.energy4me.org.

Online Communities

Through a variety of established online networks, members are able to exchange technical and professional knowledge. **Technical Sections** are groups of SPE members with a common interest in a specific technology. These sections span geographic locations and tend to be more task- than discussion-oriented. **Technical Interest Groups (TIGs)** are electronic communities in which SPE members may exchange technical information and develop networks along specific disciplinary lines, regardless of geographic boundaries. **Professional Networks** are groups of SPE members aligned by common professional interests, who come together in an electronic community to share information and ideas, discuss topics of interest, and answer questions posed by other community members. SPE currently has a Petroleum Engineering Educators Network, a Women's Professional Network, and a Human Resources Professional Network.

Petroleum Professional Certification Program

The SPE Petroleum Professional Certification Program offers members an opportunity to obtain a recognized credential as a petroleum industry professional. The program offers a measurable evaluation of members' technical knowledge and skills, while conferring recognition of their compliance with international standards for petroleum professionals as established by SPE. To become certified, applicants must fulfill a four-step evaluation process: educational verification, industry experience, commitment to professional ethics, and the successful passing of the program's certification exam. The SPE Certification Examination, a key requirement of the program, may be waived if an applicant has previously passed a written examination qualifying him/her to practice in petroleum engineering as a registered, licensed, or chartered professional engineer. Visit www.spe.org/cert for details.

Study Groups

SPE sections are encouraged to start study groups within their local section. The primary missions of a study group are to attract, expand, and promote the membership and involvement of local engineering and technical professionals; host topical meetings to maintain industry awareness of current issues related to the study group's area of expertise; and to enhance the core competencies of local engineering and technical professionals through discussions and the transfer of knowledge. For more information on starting a study group, see the guidelines on forming a section study group.

Submitting Papers

If your section holds meetings at which technical papers are presented, you should consider submitting these papers for publication by SPE. The papers presented at section meetings are an important forum for communicating new technical ideas and applications. You can make the ideas and information shared at your section events available to a wider audience, today and into the future. The SPE eLibrary, with more than 49,000 technical papers, is accessible to all upstream professionals through the SPE website at www.spe.org/elibrary. The collection can be searched by author, title, year, source (meeting or SPE journal), or any word on the first page of the paper.

Young Professional (YP) Programs

SPE recognizes that young members are the future leaders of our industry. Several of SPE's sections support members 35 years of age and younger in developing technical and professional competencies, including valuable soft skills such as leadership and management. SPE has a number of resources for young professionals, including *The Way Ahead* magazine, workshops, the online YP Network, and society awards. Many SPE sections have established local YP programs. This group within the section plans events and activities tailored to young people in the industry. Any section that is willing to provide support, funding, and guidance to its young professionals can build a YP program by using the membership roster sent monthly to the section membership chairperson to identify the young professionals in the section. Resources for getting started are available on the online YP Network.

For more information, contact

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