STAFF SCHEDULING FORM

4-7 OCTOBER 2009
MORIAL CONVENTION CENTER
NEW ORLEANS, LOUISIANA, U.S.A

ATCE 2009
SPE ANNUAL TECHNICAL CONFERENCE AND EXHIBITION
4–7 October New Orleans, Louisiana, USA www.spe.org/atce

Without prior planning, an exhibit can be overstaffed or understaffed. Knowing who is on duty, when and why is important. By completing the following, you can operate your exhibit more efficiently.

Welcome Reception
4 October at 1800-2000 Hours

Exhibit Opens
5 October at 0900-1730 Hours

Exhibit Closes
7 October at 1400 Hours

BOOTH _________

TIME	DAY	NAME	DEPT/COMPANY