



JOINING INSTRUCTIONS

Please find below your joining instructions confirming your attendance at the SPE Annual Technical Conference and Exhibition. We look forward to seeing you in Houston.

Venues and Registration

George R. Brown Convention Center – Main Venue
1001 Avenida de las Americas
Houston, TX 77010
Main Line: +1-713-853-8000
Toll Free: +1-800-427-4697

You will be able to register onsite from 27 September. The main registration area will be located in Hall D of the George R. Brown Convention Center, Level 1.

** Preregistered attendees can pick up their conference badges at the Hilton Americas, Level 2

The registration times are as follows:

Sunday 27 September	0700 – 1700 hours **
Sunday 27 September	0800–1700 hours
Monday 28 September	0700–1200 hours **
Monday 28 September	0700–1700 hours
Tuesday 29 September	0730–1700 hours
Wednesday 30 September	0730–1400 hours

Training Course Registration will also take place at the George R. Brown Convention Center Saturday, 26 September from 0700 – 0800 hours.

Emergency Procedures

Safety instructions are included in the onsite brochure and on the reverse of your delegate badge. Delegates are advised to carefully read these instructions and to note the fire exits in the venues.

Security

Security patrols will operate around the halls and at all entrances. During show opening times, random bag searches will be carried out. If you see anything suspicious please immediately contact a member of staff from either the SPE or the venue. Your co-operation in this matter is greatly appreciated.

Delegate Badges

All attendees are required to wear their name badge at all times. Use of a badge by a person not named on the badge is grounds for confiscation. If you lose your conference badge, please return to registration to obtain a replacement.

Conference Bags

Full and one-day delegates can pick up a complimentary conference bag in the registration area using your ticket found alongside your badge. Delegates are advised to name their bag using the business card holder provided to avoid confusion in the event the bag is misplaced.

Proceedings

Proceedings are distributed from the SPE Pavilion, Booth 3842 - Exhibit Hall C, on the exhibition floor. Proceedings can be collected during exhibition hours, Monday to Wednesday and a ticket will be required for collection; whether included in registration or purchased.

Travel and Transportation

Prior to departure, please ensure that you have current travel documents and, if necessary, an entry visa for The United States. Delegates are advised to check local travel and transport conditions prior to departure. Further details are available on the website and the App.

- **Shuttle buses**

Shuttle buses are offered at the following hotels

- Courtyard Downtown
- Doubletree Hotel Downtown
- Hyatt Regency Houston
- JW Marriott Houston Downtown
- Residence Inn Downtown
- Springhill Suites Houston Downtown

	From Hotel To GRBCC Every 15 – 20 Minutes	To/From Hotel Departing GRBCC Every 20 – 25 Minutes	Return to Hotel From GRBCC Every 30 – 35 Minutes
Sunday, 9/27		0700 – 1800	
Monday, 9/28	0630 – 1030	No Midday Service	1500 - 1800
Tuesday, 9/29	0700 – 1030	No Midday Service	1500 – 1800
Wednesday, 9/30	0700 – 1030	No Midday Service	1330 - 1700

- **Annual Awards Banquet**

The Banquet is being held at the Hilton Americas Hotel. There is no organised transportation to and from the venue. However, there will be a concierge desk located on level one of the hotel.

Accommodation

Delegates are responsible for booking and paying for their own accommodation during the conference. It is not included in the registration fee and this message should not be taken as confirmation of any accommodation booking. Please go to

<http://www.spe.org/atce/2015/pages/general/accommodations.php>

Conference Program

The full detailed conference program will be available onsite. Note: this program will be correct at the time of printing and is subject to change. Please refer to the Mobile App for the latest information.

Mobile App

Download the official ATCE mobile App for the most recent conference program as well as other easy-to-use interactive capabilities to enhance your event experience. The App for 2015 is a native Application for iPad, smartphones (iPhone and Android), and a web-based App for Blackberry. There is also a web-based version of the Application for all other web browser-enabled phones. For iPhone and Android phones (plus iPad and iPod Touch), visit the App Store or Google Play on your device, and search for “ATCE 2015.” For all other types of phones (including BlackBerry): while on your smartphone, point your mobile browser to <http://m.core-Apps.com/atce2015> or scan the code on the onsite program. You will be guided to download the proper version of the App for your device.

Internet Access

SPE is offering free wireless internet access throughout the conference except on the exhibit floor. Details are available in the onsite Conference Program and the App.

Sustainability

The Society of Petroleum Engineers (SPE) is committed to ensuring that the environmental impact of our events is kept to a minimum. We aim to make progress in the field of sustainability through reducing energy usage, promoting eco-friendly mobility, reducing water consumption, and limiting waste—all core values in keeping with those of the oil and gas industry.

Attendees are encouraged to use the recycling point in the exhibition halls to minimise the waste from the event.

About Houston

For those attendees who are visiting Houston for the first time, we have compiled some information for you from some well-regarded travel sources. Links to the sources are provided should you wish to learn more about this fascinating and vibrant city. <http://www.visithoustontexas.com/2015-spe/>

Save the Date!

The next ATCE will be 26 – 28 September 2016, Dubai UAE. Details will follow on www.spe.org/events. We hope to see you there!