



Submitting Your Paper Proposal

Once you have written a paper proposal, you can submit it to any of our conferences with an open call for papers. Submit your proposal by the deadline to ensure it will be considered. SPE meetings have a "no-paper, no-podium" policy. If your paper proposal is accepted, you will be required to submit your manuscript by the deadline. If you do not do so, you will not be allowed to present your paper at the conference.

Before Submitting

1. Ask for company clearance from your manager to ensure the company understands that if the proposal is accepted, you will be required to write a manuscript and present at a conference
2. Sign a transfer of copyright form
3. Give the transfer of copyright form to your authors for signing
4. Gather the title, abstract, and coauthor names
5. Gather mailing addresses, phone numbers, and email addresses for all coauthors.
6. Find your log-in information and make sure your contact information is up to date. If you do not already have a login for the SPE website, [get one](#). If you don't remember your password, [reset it](#) before continuing.

To Submit

1. Go to Call for Papers and click "Online Submission"
2. Find your conference in the list and click on "Submit Paper Proposal" link that corresponds to the conference
3. Review the submission instructions and click "Continue"
4. Check the boxes for corresponding author or coauthor designations. You may be both. Leave the boxes unchecked if you are neither.
5. Add the title and text of the proposal. You may copy and paste or type in the field.
6. Answer Publication Information questions including whether your company will allow your publish and present your paper and whether the material has been published previously at SPE's or other publications
7. Select the most appropriate technical category
8. List the Corresponding Author (primary contact) name, company affiliation, and complete contact information. Click "Find Person" to search for the author to have their contact information filled out automatically.
9. List any coauthors and their contact information in the order in which they should be printed in the program.
10. Click the Submit button