

CONFERENCE ABSTRACTS

Do I have to be an SPE member to submit an abstract?

No, anyone may submit an abstract for an SPE conference. We do, however, encourage you to join SPE for many reasons.

What information are you looking for in an abstract?

An abstract should demonstrate that your paper will:

1. Contribute technically sound knowledge in a particular area of petroleum technology.
2. Present new/novel knowledge or experience that has not been published previously.
3. Not be commercial in nature and will not promote specific companies, products, or services.

The abstract should include the following factual highlights:

1. Objectives/Scope
2. Methods, Procedures, Process
3. Results, Observations, Conclusions
4. Novel/Additive Information

Is there a word limit for abstracts?

The suggested limit of 225-450 words should not be constraining if the paper proposal is limited to the defined factual highlights.

In what languages can I submit my abstract?

English or Russian.

When does the submission system close?

The online submission system will always close at 11:59 p.m. Moscow Time on the stated deadline date.

Did you receive my abstract submission? Where is my confirmation of abstract submission?

The online manuscript system does not send an automated email confirmation. Confirmation emails are sent once a week only to the main author.

How do I get a copy of my abstract submission?

SPE doesn't provide you with the submitted abstract. If you require an abstract please ask the main author.

What is the status of my abstract?

SPE will notify all co-authors of the status (accepted or declined) of their abstract after the program committee has completed the review and rating period and made their program selections.

Can I change my abstract? Can I change/add/remove author name(s)?

An abstract cannot be changed after submission. If you need to make a change to the author list or a **slight** change to the title, you can do so during the manuscript submission stage.

Can I include a figure or photo in my abstract?

No.

Can I withdraw my abstract after I have submitted it?

Yes, please email the Program Lead for the conference to ask that your abstract be removed from consideration.

Can I submit my abstract to multiple conferences at the same time?

No, per the SPE Conference Dual Submission Policy, authors are allowed to submit the same abstract to only one conference at a time.

Authors will be allowed to submit abstracts to only one conference at a time. An abstract must be declined by a program committee prior to being submitted to another conference for consideration. In the event it is detected that an abstract has been submitted to more than one conference, all versions/copies of that abstract will be removed from consideration.

Any paper previously presented at a conference and published in OnePetro may not be re-submitted for publication at another SPE conference. The author may present the subject matter at subsequent conferences at the invitation of the program committee, but the paper will not be included in the conference proceedings.

CONFERENCE PAPER

Where can I find my SPE manuscript number?

If your abstract is accepted, the acceptance notification will contain your six-digit (SPE) manuscript number (example: SPE-123456).

What is the difference between control number and manuscript number? Which do I use on the manuscript?

The control number is the unique identifier initially assigned to the submitted abstract. If accepted, the abstract is assigned an official manuscript number for publication; that number should be used in all communications regarding the manuscript and on the manuscript itself.

Is there a word or page limit for manuscripts?

SPE does not have a page or word limit for manuscripts, but the average manuscript length is 8-12 pages (including figures and tables).

What is the No Paper, No Podium Policy?

SPE meetings have a No Paper, No Podium policy. If an abstract is accepted to a conference, the author is required to submit a manuscript by the deadline date. If a manuscript is not submitted, the manuscript will be withdrawn from the program, and the author will not be allowed to present at the conference.

Can I change my manuscript title and/or authors?

Yes; the manuscript title and author block can be edited during the manuscript upload process. You cannot make changes after manuscript submission.

Can I change the version of the abstract in the manuscript?

Yes; the revision must summarize the manuscript, stating significant new information and conclusions. However, if the abstract and/or the content of the manuscript differ significantly from the original abstract submission (which was reviewed and accepted by the program committee), the committee has the right to withdraw your manuscript from the program.

Can I list two companies/organizations in the author block? My company has changed; which company should I list on the manuscript?

Only one company should be listed in the author block. If you have changed companies during the course of writing the manuscript, you should list the company in which the scope of the work was done. If you need to list a second/new company for legal reasons, place an asterisk by the company name in the author block, then place a footnote at the bottom of the front page listing the other company (example: *formerly with John Doe Consulting).

Do I include a biography in the manuscript?

No biography is needed for technical manuscript presenters.

Should my manuscript be one column or two?

Manuscripts should be submitted using the SPE template (SPE template in Russian should be used for Russian version, SPE template in English – for English version) provided in the Author Kit and in a single-column format.

How/where should I place my figures and tables?

You can place your figures, tables, and photos within the document (next to the citation within the text). More details will be available in the Author kit.

How and where do I list my references?

References should be listed in alphabetical order by the author's last name at the bottom of the manuscript. Cite references within the text by placing the author's name and year in parentheses. More details will be available in the Author kit.

Can I use company names and/or trade names in my manuscript?

No; material of a commercial nature is unacceptable in an SPE technical manuscript. Generic descriptions should replace trade and company names.

In what languages can I submit my manuscript?

English and Russian are the official languages for SPE Russian Petroleum Technology Conference. It is obligatory to provide with manuscripts **in both English and Russian**. SPE doesn't pay for the translation. If you submitted an abstract for the SPE Russian Petroleum Technology Conference it means that you understand that you must provide manuscript in both languages.

What is the Author Kit?

The Author Kit is an online resource for all authors. It provides all presenting authors with deadline dates, forms, templates and manuscript and peer-review information.

Where can I find the Author Kit?

The link to the Author Kit can be found in the acceptance notification and manuscript upload notification, sent via email from the Program Lead.

Where can I find the Transfer of Copyright (TOC) form or Paper Information Form (PIF)?

All required forms can be found in the Author Kit. Each conference has its own specific Author Kit, so be sure to use the appropriate forms.

In what format should I submit my manuscript?

The manuscript should be submitted using the **Microsoft Word** template provided in the Author Kit. Track Changes should be turned off before the file sending.

Where can I find the manuscript template?

The SPE manuscript template is provided in the Author Kit. There is special template in Russian (for manuscript in Russian) and in English (for manuscript in English).

How/where do I upload my manuscript and/or forms?

Manuscripts and forms should be sent to russianoilandgas@spe.org. Please DO NOT send it to copy personal emails of SPE Moscow office staff. If the size of materials is more than 7 Mb you have to make few emails (each email no more than 7 Mb). **Your paper number should be marked in the email subject.**

Can I revise my manuscript after I have uploaded it to the system? Can I upload a draft of my manuscript now and revise it later?

No. When you sent your manuscript (and forms), it should be the FINAL version. All typos, mistakes in words, surnames, names, incorrect numbering, missing of some co-authors, etc. must be corrected BEFORE manuscript sending. There will be no manuscript replacement.

Why do I have to sign a transfer of copyright?

SPE requires transfer of copyright for all our publications, including conference proceedings. This allows us to distribute publications throughout the world by print and electronic means, to create translations, and to reuse them in reprint collections. For more details on copyright and author/company rights, refer to the [SPE Copyright Requirements](#).

Who is authorized to sign the Transfer of Copyright form?

The author, a manager, an officer, or a legal representative may sign the copyright form. For jointly authored manuscripts, each author should sign a separate form.

Can I withdraw my manuscript after I have submitted it? How do I do so?

Yes; the author must email the Program Lead with their SPE manuscript number and the reason for withdrawal.

When is my manuscript due?

The manuscript deadline date is stated in the acceptance notification sent to the all coauthors, as well as in the Author Kit.

I am waiting on company/coauthor approvals. Can I get an extension on my manuscript?

Extensions to the manuscript submission date are rarely granted and are handled on a case-by-case basis. If an extension is granted, it is usually given only for extenuating circumstances and only for a few days. Please note that paper approval within company, with contractors, customers, translation issues, going on vacation, business trips, and absence of any person involved in the preparation / approval of the paper will not be a reason for manuscript submission extension. Authors are advised to begin obtaining the necessary company/partner approvals as soon as notice of acceptance is received.

Why is my manuscript due to SPE so early?

While SPE does their best to set the submission deadline as far out as possible, there are hard deadlines we have to adhere to in order to process the papers into the final PDFs for mastering of the conference proceedings. In order have the conference proceedings available onsite and the papers available on OnePetro on the first day of the conference, tight deadlines are required.

Did you get my manuscript? Where is my confirmation of manuscript submission?

As most of authors send manuscripts at a last minute, it is impossible for the Conference Lead to review all materials in a day. Emails will be read in order of their receipt. Russianoilandgas@spe.org email box will be read at first. If you broke the rules and sent materials to personal email of SPE Moscow office staff you should understand that these emails will be reviewed in the last instance, regardless of their receipt date. After your email reviewing you will receive a confirmation email.

Until what time manuscripts can be sent?

Manuscript submission closes at 11:59 p.m. Moscow Time on the stated deadline date.

When will my manuscript be available in OnePetro?

Conference manuscripts presented at a conference are available from the multisociety online library OnePetro on the first day of the conference.

How is an Alternate/ePoster upgraded to a Technical Session presentation?

Alternates are moved up into the associated technical session in the event of a withdrawal or no-show onsite.

Can I submit my conference manuscript for peer review/journal publication? How do I do so?

There is a link to allow you to submit your manuscript for peer review or possible journal publication in the Author Kit.

Can I publish/present my manuscript again?

Per the SPE Conference Dual Submission policy, a manuscript previously presented at a conference and published in OnePetro may not be resubmitted for publication at another SPE conference. The author may present the subject matter at subsequent conferences at the invitation of the program committee, but the manuscript will not be included in the conference proceedings.

I've submitted my manuscript and made changes to my title/author block, but the website does not match what I submitted. When will it be updated?

Title and author changes made in the system are not automatically displayed on the website. Updates will be made when the content is published to the website.

1. Make sure that you do not see conference preview where date of publication is stated at the footer of programme pages.
2. Title and author changes made are not automatically displayed on the website. Updates will be made when the content is published to the website.

PRESENTATIONS

How much time do I have to present?

This information is provided to you in the notification sent via email from the Conference Lead.

In which languages can I submit and/or make my presentation?

English and Russian are the official languages for SPE Russian Petroleum Technology Conference. If you are a speaker of technical session your presentation should be provided in both English and Russian (two separate files). Simultaneous translation will be provided. If you are a knowledge sharing eposter session speaker you can provide presentation in English OR/AND in Russian.

Where can I find the presentation template?

A PowerPoint templates in both English and Russian (two separate files) are available in the Author Kit.

Do I have to use the presentation template? My company insists that we use the company presentation template - what should I do?

You are required to use the SPE template for the first and last slides of your presentation. Templates with company logos are prohibited.

Can I use an embedded video in my presentation?

Yes, you can use embedded video in your presentation. We ask that you test your presentation in the Author Room and aware IT-specialist in your session room prior to your presentation to ensure that everything is working properly.

Can I change the fonts or colors?

Yes, you can change the fonts and font colors within the presentation template.

What is a Knowledge Sharing ePoster presentation? How does it differ from a technical session?

A Knowledge Sharing ePoster is two times shorter presentation than in technical session. Author also must submit manuscripts in both English and Russian. Presentation in both languages is obligatory.

Is it necessary to submit a manuscript for a Knowledge Sharing ePoster presentation?

Yes, an ePoster presenter must submit a manuscript in both English and Russian for inclusion on the proceedings and OnePetro.

AUTHOR/ SPEAKER REGISTRATION

As an Author/Speaker, do I need to register for the conference?

Yes, you must register for the conference if you plan to attend it. SPE offers a discounted Speaker and Authors' rate.

Does SPE offer speaker funding/reimbursement?

No funding is available for presenting authors or speakers. However, we do provide presenting authors with a discounted rate. All technical session speakers must register for the conference at the Speaker rate.