

# REGISTRATION FORM

SPE VIRTUAL WORKSHOP:  
**Asia Pacific Digital Week - Enhancing the Energy Value Chain through Innovation and Digital Ecosystem**  
 9 – 11 November 2021 | 13:00 hours (UTC +8)



By registering for this virtual workshop and training, you consent to allow SPE to store and process the information submitted below and to provide you with information about this virtual workshop and training course in accordance to [SPE Privacy Policy](#); accept the Registration Terms & Conditions and Workshop Guidelines; and agree to be bound by them. You can unsubscribe at any time by sending your request to [apweb@spe.org](mailto:apweb@spe.org).

ATTENDEE INFORMATION					
SPE Member	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Membership Number		
First Name (Forename)			Last Name (Surname)		
Job Title					
Company Name					
Mailing Address					
City			State/Province		
Postal Code			Country		
Office Phone		Office Fax		Company URL	
Direct Line			Mobile Phone		
Email Address					
<p><b>Do you wish to be considered a Discussion Leader (10-15 minutes presentation)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please indicate the subject/topic on which you would like to present:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>					
<p><b>Please state your Technical Discipline (Select one ONLY):</b></p> <p> <input type="checkbox"/> Completions                    <input type="checkbox"/> Data Science and Engineering Analytics                    <input type="checkbox"/> Drilling                    <input type="checkbox"/> Health, Safety, Environment, and Sustainability  <input type="checkbox"/> Management                    <input type="checkbox"/> Production and Operations                    <input type="checkbox"/> Projects, Facilities and Construction                    <input type="checkbox"/> Reservoir             </p>					
<p><b>Please state your expectation for the virtual workshop, so that we can tailor a portion for the virtual workshop to answer attendees' concerns.</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>					
<p><b>Send me the latest news, events, and product information as it becomes available.</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, your information will be used in accordance with SPE Privacy Policy.</p>					

**PRE-WORKSHOP TRAINING COURSE OPEN FOR REGISTRATION:**

SPE Online Training Course: [Data Analytics for Drilling Process Improvement \(7 – 8 October 2021\)](#)

REGISTRATION CATEGORY						
Description		Fee Per Person			Tick (✓)	Amount (USD)
		Super Early Bird By 3 September	Early Bird by 1 October	Standard after 1 October		
<b>Workshop and Training Course</b>	Member	USD 670	USD 770	USD 870		
	Non-Member	USD 870	USD 970	USD 1,070		
<b>Workshop Only</b> <i>(9 – 11 November 2021)</i>	Member	USD 420	USD 470	USD 520		
	Non-Member	USD 520	USD 570	USD 620		
<b>Training Course Only</b> <i>(7 – 8 October 2021)</i>	Member	USD 300	USD 350	USD 400		
	Non-Member	USD 400	USD 450	USD 500		
<p><b>Group Registration</b> - Register 5 save 25%, Register 10 save 30% (Refer to <a href="#">Group Registration Form</a> or contact <a href="mailto:apweb@spe.org">apweb@spe.org</a> for more information)</p>						
<b>TOTAL AMOUNT (USD)</b>						

PAYMENT METHODS	
<input type="checkbox"/>	<p><b>Telegraphic Transfer</b> Bank details will be provided in the invoice.</p>
<input type="checkbox"/>	<p><b>Credit Card</b> SPE accepts American Express, Visa, MasterCard and Diners Club and payment will be processed in US Dollars only.</p>
<p>To pay online, go to: <a href="https://go.spe.org/22WM10W">https://go.spe.org/22WM10W</a>.</p> <p>For manual payment, you will receive an email with instruction on securely submitting your payment.</p>	

## REGISTRATION TERMS &amp; CONDITIONS

- 1. Registration Fee**
  - a. Registration for this virtual workshop and training course is personal to Participant. Viewing and materials may not be shared with non-registered individuals without express consent from SPE.
  - b. Each participant is limited to maximum of one (1) device to access/login into the virtual workshop and training course.
  - c. Registration is non-transferable without written notification to SPE.
  - d. Registration of participation will only be confirmed upon receipt of full payment or an acceptable employer's letter of guarantee.
  - e. SPE reserves the right to cancel the registration if no payment is received prior to or on the date of the virtual workshop and training course.
  - f. Full fee is charged regardless of the length of time the Participant attends the virtual workshop and training course and cannot be pro-rated.
- 2. Taxes**

Fees are made free and clear of, and without any deduction or withholding for and on account of, any taxes, duties or other deductions. Any such deduction or withholding, if required by the laws of any country are the sole responsibility of the participant.
- 3. Cancellation Policy**
  - a. A processing fee of USD 50.00 will be charged for cancellation received three (3) working days before the first live event day of the virtual workshop and/or training course.
  - b. No refund for cancellation received within three (3) working days before the first live event day of the virtual workshop and/or training course.
  - c. Participants who failed to attend will not be eligible for a refund.
  - d. Cancellation must be notified in writing to SPE. Email your cancellation request to [apweb@spe.org](mailto:apweb@spe.org).
- 4. Code of Conduct**

SPE is committed to providing a professional, friendly and safe environment for all participants at its events, regardless of gender, sexual orientation, disability, race, ethnicity, religion, national origin or other protected class.

This code of conduct outlines the SPE expectations for all participants, including attendees, speakers, vendors, media, exhibitors, sponsors and volunteers. Cooperation is expected from everyone, and SPE will actively enforce this code throughout this virtual training course.

Participants will be provided with personalised credentials allowing them access to the virtual training course. These credentials are personal and non-transferable. Non-registered individuals and minors will not be able to access the virtual training course, unless upon prior agreement with SPE.

SPE expects all event participants to help ensure a safe and positive experience for everyone. Unacceptable behaviour will not be tolerated during any portion of a meeting or event. Unacceptable behaviour includes but is not limited to:

  - i. Intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions.
  - ii. Harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability or other personal characteristics, including those protected by law.
  - iii. Inappropriate contact including via electronic communications.
  - iv. The production or non-consensual sharing of harassing non-consensual photography or unwanted recording, including nudity and/or sexual images in virtual event (in any format, electronic or otherwise).
  - v. Real or implied threat of professional or financial damage or harm.
  - vi. Inappropriate and sustained disruption of sessions, meetings and/or events.
  - vii. Photographing, video or audio recording of slides, oral or presentations without prior written permission from SPE.
  - viii. Violating the rules and regulations of the virtual event platform.
  - ix. Cybercrime and dubious online practises include but not limited to phishing, spamming, spoofing and cyberstalking.
  - x. Inappropriate self-presentation or attire. Business casual dress code is preferred.

Reporting of harassment and disruptive behaviours can be made to [apweb@spe.org](mailto:apweb@spe.org).

Consequences of misconduct may include:

  - i. Immediate removal from meetings and/or events without warning.
  - ii. Restrictions from future SPE events.
  - e. SPE reserves all rights to take any action to prevent and report violations of the Code of Conduct, including blocking access to SPE events. SPE cannot investigate reports of harassment or other misconduct during the virtual event but will inform the appropriate departments of the accused person's host institution about any such filed report.
- 5. Copyright**

All content contained within the SPE events is copyrighted either by SPE or other providers and its capture in any format, use and/or reproduction outside the portal is strictly prohibited without express permission from the content owner(s).
- 6. Privacy Policy**
  - a. SPE cares about the protection of participants' personal information. SPE complies with applicable privacy laws, including GDPR, in collecting and processing your data. Participants have control over how much of their personal data is shown to other users for networking purposes. Participants can manage the data in their personal profile within the virtual event platform. The virtual event platform provider processes the data attributed to this event on behalf of SPE. SPE collects and processes data for the purposes of fulfilling your registration order, analysing how this platform performs and is used, and marketing for future related SPE events. All participants maintain the right of erasure and can withdraw their consent at any time. Please see SPE's [privacy policy](#) for additional information.
  - b. By engaging with sponsor and exhibitor booths or content, participants are consenting to exhibiting and sponsoring companies having access to the personal data that is public in their personal profile. Participants will need to contact the exhibiting and sponsoring companies regarding their privacy policies and to request erasure.
  - c. Through the virtual event platform, participants may request to connect, which the receiving participant has the option to accept or decline. The platform's networking technology also recommends to participants related content and participants who match their interests.
  - d. For any queries or concerns please contact the events team at [apweb@spe.org](mailto:apweb@spe.org).
- 7. Disclaimer**
  - a. SPE reserves the right to change the speaker(s), date(s) and/or to cancel the virtual workshop and training course should circumstance beyond its control arises.
  - b. SPE reserves the right to cancel a Training Course if number of participants is insufficient. A minimum of 15 days' notice will be given.
  - c. SPE will not be liable to participants for any damages, costs, losses or expenses of any kind incurred or suffered by participants as a result of or in relation to SPE modifying, postponing or cancelling the virtual workshop or any part of the virtual workshop.

SPE Contact:  
**Society of Petroleum Engineers**  
 Email: [apweb@spe.org](mailto:apweb@spe.org)