



## 2016 MANUAL FOR CONDUCTING SPE STUDENT PAPER CONTESTS

SPE student chapters/sections may be invited by SPE to host a regional contest. Many of the contests accompany a major regional or SPE International conference. Currently, fourteen regions are recognized by the Society for Regional Student Paper Contests taking place in 2016:

Region	Alternate
Africa	Europe
Asia Pacific	South Asia
Canadian	Rocky Mountain/Mid-Continent North America
Eastern North America	Gulf Coast North America
Europe	Rocky Mountain/Mid-Continent North America
Gulf Coast North America	Eastern North America
Middle East	South Asia
Mid-Continent North America	Rocky Mountain North America
Rocky Mountain North America	Mid-Continent North America
Russia and Caspian	Europe
Western North America	Gulf Coast
South America / Caribbean	Gulf Coast / Eastern North America
South Asia	Asia Pacific
Southwestern North America	Western North America

*In the event that a contest or a division is not held in their assigned region, a student may request to participate in an assigned alternate region. Any applications to participate in alternate regional contest must be made to [spc@spe.org](mailto:spc@spe.org). SPE reserves the right to decline any such requests.*

The SPE Young Member Engagement Committee is the ruling body on changes to the Student Paper Contest program.

### 1.0 Contest Structure

A regional contest is normally conducted in three divisions: Undergraduate, Master's (also referred to as Postgraduate) and PhD.

- 1.1 Each contest division should have at least three contestants
- 1.2 If there are entries from three or more students for a division, that division must be held as part of the Regional contest.

### 1.3 Combined Divisions

If any division does not have the minimum of entries from at least three students, a combined division contest can be held with either an undergraduate and master's combined division, or a master's and PhD combined division.

**Tip:** It should be made clear to the judges which contestants are of what level within a merged category. This ensures that they judge each student accordingly to their level of ability.

## **2.0 Entrance Requirements**

- 2.1** Contestants must be SPE members in good standing at the time of application and still be in good standing at the date of the contest.
- 2.2** If the student has already graduated, it must have been less than 12 months before the Regional Contest. Thus, a student graduating in March 2015 must compete by March 2016. The student should only present work carried out at the educational level that corresponds with the division in which they are competing, regardless of whether they have gone on to a higher level of education. For example: a student who has earned a degree as an undergraduate less than twelve months ago, and has proceeded into a Master's degree, can still compete in the undergraduate division but must only present work carried as an undergraduate. If a student wins within his/her division at a Regional Contest, he/she will compete at the International Contest within that same division and present work on the same topic which was presented at the Regional Contest.
- 2.3** Students are not required to be a member of a student chapter in order to participate in the contest.
- 2.4** Students must be eligible to compete in their regional contest in accordance with the USA and EU Sanction laws which SPE operates by:  
<http://www.spe.org/about/laws.php>
- 2.5** Final rulings on questionable eligibility will be made by SPE. Direct enquiries to [spc@spe.org](mailto:spc@spe.org)
- 2.6** A student may participate more than once in annual regional student paper contests, and in the same category, so long as they still meet all other eligibility requirements and do so with new and previously un-presented papers as per Rules of Form and Content of Presentation/Paper (article 4.0 to 4.9).
- 2.7** Only one entry per student to each contest per year. Multiple abstracts or entries to the same contest will not be accepted.

***Please see item 7.0 Selection of Contestants for related information.***

## **3.0 Entrance and Participation Procedures**

- 3.1** Each participant must adhere to the procedures and deadlines established by the contest host and that of this document.
- 3.2** Some regions may require abstracts, while others may require complete papers and/or additional forms. Please be aware first place regional winners will be required to submit a full paper to compete in the SPE International Student Paper Contest.
- 3.3** Students must provide all that is requested from them by the Host Chapter/ Section or SPE Staff – this includes abstracts, forms, applications etc – by the deadline provided. Failure to provide a form or paper that is asked of them by the deadline provided may result in a forfeit of their place in the contest.
- 3.4** **Presentation policy for the International Student Paper Contest at ATCE 2016:** Contestants must present their paper in person and presentation by

other communication channels including but not exclusive to telephone and video link will not be permitted. If a student is unable to attend ATCE in person, the highest ranking contestant in the division able to compete in the International Contest can be submitted as the region's representative. This should be done with sufficient notice to the student and SPE and will be accepted at the discretion of SPE.

#### **4.0 Rules on Form and Content of Presentation/Paper**

- 4.1** Only single-author presentation/papers are eligible. The definition of single-author is a student that has contributed significantly to the presentation/paper even though other researchers or contributors may have been involved. Researchers and contributors, such as supervisors or tutors who assisted the project, must be acknowledged within the paper and presentation but not as an author. Joint projects with other students are not permitted.
- 4.2** A presentation/paper should present, as completely as possible, the original work of the author in planning the investigation, performing the work, interpreting the results, and preparing the presentation/paper.
- 4.3** The subject of a presentation/paper must be related to petroleum engineering, which is defined as the application of basic and engineering sciences to the finding, development, and recovery of oil, gas, and other resources from wells.
- 4.4** A presentation/paper based on course work, including theses and dissertations, is eligible.
- 4.5** An abstract of the presentation/paper is required even when a formal written paper is not required.
- 4.6** At time of submission, the presentation/paper must not have been accepted for publication in an SPE peer-reviewed journal or presented at previous official SPE Regional Student Presentation/Presentation. (Papers presented at Student Presentation/Paper Contests sponsored by universities, SPE sections, or other organizations are allowed.)
- 4.7** The presentation/paper must be presented in the English language, the official language of SPE. All contestants that progress to the International Student Paper Contest must present in English.
- 4.8** When written papers are required, they must be submitted in a typed form in English. The paper must consist of a minimum of 1,000 words of text, plus as many diagrams and supporting illustrations as necessary to clarify the subject matter. The paper must not exceed 7,000 words equivalent of text and diagrams, with each diagram considered to be the equivalent of 250 words.
- 4.9** The presentation may not exceed 20 minutes, less presentation time may be allotted to Regional contests, to a minimum of 10 minutes for the presentation, depending on the number of contestants per category. The time allowed for questions will be at the discretion of the moderator, questions will only be invited from the judging panel, not from the audience.

**Tip:** It should be made clear to the students who have been selected to compete that they will have between 10-20 minutes for their presentation and that the exact time they will have will be confirmed to them nearer to the contest date once final numbers and the schedule have been determined.

## **5.0 Financial Assistance**

Student Chapters should be encouraged to approach their sponsoring Section and/or local companies to apply for financial assistance for the costs of travelling to the Regional Qualifier contests.

## **6.0 Selection of Judges and Moderators**

The host group / SPE Staff is responsible for:

- Selecting a “review panel” to review abstracts where a contest is open-applications (not applicable where Chapters submit representative candidates)
- Selecting judges to review abstracts and oral presentations on the day of the contest
- Providing a non-voting moderator for the presentations

The following guidelines apply to the selection of judges for the contest:

- A minimum of three and a maximum of six judges should participate for each division of the contest. It is recommended to recruit more than the minimum number of judges to account for potential drop outs.
- Preferably an odd number of judges should participate in case of a tie break situation.
- It is recommended to have only one judge per university where possible to address any (perceived) conflicts of interests.
- Judges in the undergraduate division must hold at least an undergraduate degree in engineering or applied science. Judges in the master’s division must hold at least a master’s degree. Judges in the PhD division must hold a PhD degree.
- A balance among representatives from different technical disciplines including research, production, management, and education should be considered in selecting the judges.
- Each judge must be a member of SPE.

## **7.0 Selection of Contestants**

**7.1** No more than two contestants can be from each student chapter or university for each division of the contest.

**7.2** In the event of combined divisions, two contestants may be from the same chapter/university for each degree category. For example: In a combined Undergraduate/Master’s Division, two contestants from a student chapter/university may present Undergraduate papers and two from the chapter/university may present Master’s papers.

**7.3** In contests of open applications, students of that region shall receive notification of the call for abstracts and the deadline by which they must submit their abstracts, and any other necessary forms, and who to submit them to. The review panel then must choose from the abstracts which contestants will proceed to the regional contest to compete. Abstracts should be submitted to the review panel anonymously to protect members of the review panel from potential conflicts of interest. In contests of open applications, the review panel shall confer via phone or email to select the finalists to present at the contest, as well as the alternates should a finalist be unable to present.

*In larger regions, student chapters may decide to introduce an internal pre-selection process in order to adhere to rule 7.1, as outlined below:*

- 7.4** In contests of Chapter-submitted contestants, Chapters of that region shall receive notification of the call for abstracts and the deadline by which they must submit their two candidates, their abstracts, and any other necessary forms, and who to submit them to. Chapters may then host their own paper contests or applications to select their two candidates for the regional contest.

## **8.0 Judging of Presentations and Selection of Winners**

Judges must use the official SPE Student Paper Contest judge score form (found at <http://www.spe.org/students/contest.php>) in evaluating contestants' presentations and must adhere to the following voting procedures:

- Following each presentation, judges must score each speaker on the **Official Judges' Score Form**, retaining copies of all sheets until the session is completed.
- The judges' total scores for each speaker are recorded on the **Official Moderator's Score Card** by the moderator at the end of the contest.
- The winners are determined by the Moderator who calculates an average of the ranking of contestants on the Official Moderator's Score Card. There is no provision for tie votes; ties must be resolved by the judges. Winners are to be named as follows:
  - If there are six or more contestants in the division, first-, second-, and third-place winners shall be named.
  - If there are four or five contestants in the division, only first- and second-place winners shall be named.
  - If there are only three contestants in the division, only a first-place winner shall be named.
- Judges feedback should be provided to students where possible to assist them with the continuous development of their presentation skills. It is up to the discretion of the judges and the moderator to decide in what format this feedback is provided.

The first place winners of each division from each SPE Regional Student Paper Contest will automatically qualify for the International Student Presentation/Paper Contest to be held in conjunction with the Annual Technical Conference and Exhibition. As a condition of their participation, the contestants are required to submit full written papers that are included in the conference proceedings (if received by the production deadline which will be approximately 12 weeks before the conference date). The contestants shall follow the submission format and schedule of the conference as provided to them by SPE's Young Member Programs team ([spc@spe.org](mailto:spc@spe.org)).

## **9.0 Awards and Funding**

- 9.1** In the case for official Region contests hosted by an SPE Section or Chapter, partial funding of the contests is provided by SPE and the AIME Petroleum Research and Educational Fund. The funds can be used, at the discretion of the host group. Sections within each region are encouraged to assist with the cost of hosting the contest. The Society's funding for each contest shall be determined as follows:

- USD 1000 for each division having ten or more participants,
- USD 800 for each division having six to nine participants, and
- USD 600 for each division having three to five participants.

SPE funding will not be available until after the contest is held and the number of participants are verified.

- 9.2** Prizes: Judges may determine honourable mention awards and honorariums, if any, for papers not achieving finalist status, but worthy of recognition.
- 9.3** Presentation of Awards: SPE will provide certificates to each participant in the International Student Paper Contest. SPE can provide a template for regional certificates. Awards and certificates should be presented by an SPE Officer or Director, a member of the SPE Young Member Engagement Committee, or a representative of the host group.
- 9.4** Prize amounts: The host group may decide at their discretion to award cash prizes to the top ranked contestants. SPE recommends that prize amounts are allocated as follows:
- In case of three ranked positions in a division:
    - First place should receive 50% of prize money
    - Second place 30% of prize money; and
    - Third place 20% of prize money
  - In case of two ranked positions in a division:
    - First place should receive 60% of prize money;
    - Second place 40% of prize money.
  - In case of one ranked position in a division:
    - the first place should receive all of the prize money

## **10.0 Responsibilities of Host Group**

Where relevant, SPE will notify the SPE Section or Student Chapter of its opportunity to host the Regional Student Paper Contest. The host group assumes responsibility for the conduct of the contest and for adhering to the rules laid out in this document. The first task is to determine the date, time, and site of the oral presentations.

The contest should be conducted in connection with an SPE technical conference or regional meeting whenever possible. In such cases, SPE suggests that:

- The oral presentations be held within the same week and preferably integrated into the conference program rather than appended onto the beginning or end of the conference.
- The decision on the date, time, and site of the presentations should be discussed with the chairperson of the Conference Program Committee.
- The host group may add an amount to the conference fee to cover contest costs.
- Consideration should be given to providing all contestants and judges with complimentary tickets to award/presentation functions.
- The host group for the conference has the option to arrange for assistance with travel and accommodation expenses for contestants.
- Contestants should be afforded the status and privileges of other authors presenting technical papers at the conference, including complimentary registration at the conference/exhibition.

## 11.0 Timetable

For a successful contest it is suggested to adhere to the following timetable.

### Six Months prior to the contest

Open Applications	Chapter nominated participants
Issue a call for participation to all Student members in the Region	Issue a call for participation to the Faculty Advisors and Presidents of all Student Chapters in the Region.
Include details of contest including the date, time, location, abstract submission deadline, application form and contest requirements.	
Request <a href="mailto:spc@spe.org">spc@spe.org</a> to add details of the regional contest to the schedule at <a href="http://www.spe.org/students/schedule">www.spe.org/students/schedule</a>	

### Three months prior to the contest

Open Applications	Chapter nominated participants
Abstract deadline	
Select a review panel to choose finalists	Chapters to supply final contestants to represent them at the contest
Recruit judges and moderator to attend the contest and judge/moderate oral presentations	
Confirm venue availability and room/ AV requirements. Example room layout can be found at the end of this document.	
Complete and submit the Pre-Contest Declaration form to <a href="mailto:spc@spe.org">spc@spe.org</a> to provide details of judges and moderator to SPE	

### One month prior to the contest

Confirm the commitment of judges and moderator for the contest day
Confirm the attendance of all student participants, providing final details of date, time, location and how long each student will have to deliver their presentation (if known at this stage)
Where applicable, arrange travel/accommodation of student participants (at the discretion of the host group)
Distribute the abstracts to the contest judges

## Two weeks prior to contest

Draw up an agenda for the contest and circulate to student contestants and volunteers. A template agenda can be found at the end of this document.
Compile "information packets" for judges and moderators to be distributed at the meeting before the contest. Packets should include contest agenda, presentation order, abstracts, instructions for scoring, scoring and ranking sheets, and moderators' time-warning cards (e.g 2mins and 1min).
Suggest that students to forward their presentations to be checked for quality and approximate duration in accordance with the allotted presentation time. Ensure students are aware exactly how long they will each have for their presentation (between 10-20mins)  <b>Tip:</b> Refer students to the documents <i>How to make an effective presentation and publications style guide</i> found on the SPE website at <a href="http://www.spe.org/students/contest.php">http://www.spe.org/students/contest.php</a>
Schedule a teleconference with the Judges, Moderator, and any other key volunteers to review the rules, agenda and any questions they may have in advance of the contest day.

## Day of Contest

Invite Judges and Moderators to meet in the event room prior to student arrival to confirm rules and running order of the day
Register the arrival of each student participant and invite them to upload their presentation onto the laptop/computer for projection

## Within Two Weeks After the Contest

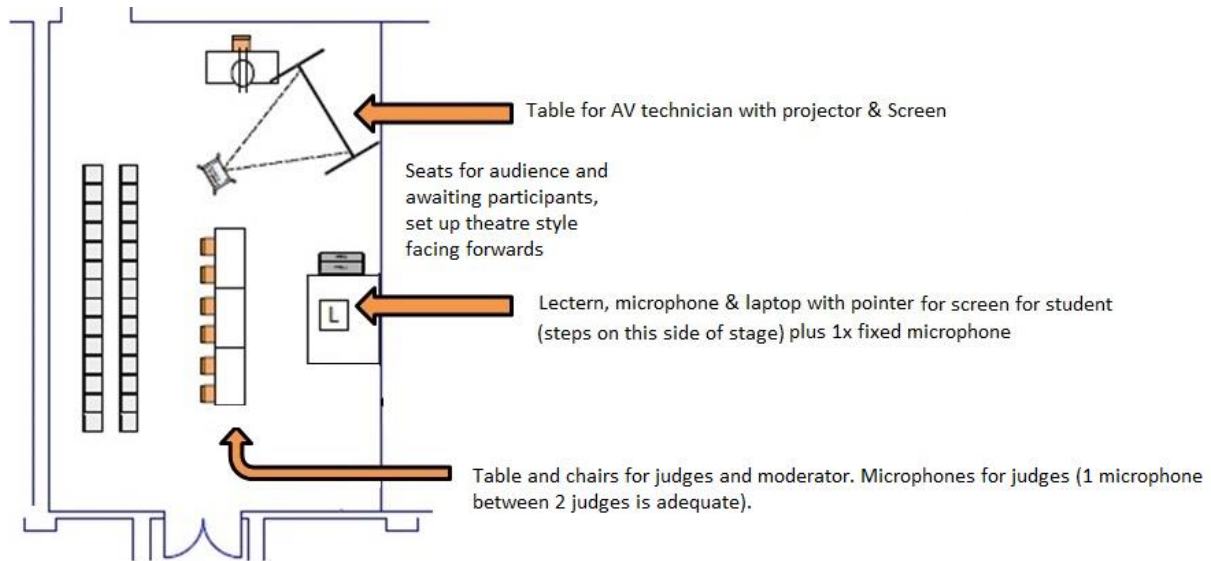
Complete and submit to <a href="mailto:spc@spe.org">spc@spe.org</a> the Student Paper Contest Notification Form to register the names of participants and winners in each division. Include university name, division and (if applicable) prizes received, with the paper titles of participants. This form requests payment instructions for contest reimbursement to Host Chapters/Sections.
Send thank you letters to judges, moderator and any other volunteers
Confirm to <a href="mailto:spc@spe.org">spc@spe.org</a> if the pre-contest declaration form with details of volunteers is still correct so that SPE can include them in official SPE Volunteer Appreciation.

## Resources

- [Judge's nomination form](#)
- [Pre-Contest declaration form](#)
- [Judge score sheet](#)
- [Moderator's score card](#)
- [Regional Student Paper Contest notification form](#)
- [Regional Student Paper Contest application form](#)
- Template room layout and AV requirements (below)
- Moderator and Judge role outlines (below)
- Template agenda/running order (below)



## Template room layout



*\* Consider disabled access if placing the presentation podium on a raised stage*

## AV Requirements

- Podium, microphone and laptop for student to present from
- Projector and screen
- Microphones for judges
- Recommended: monitor screens for judges to watch presentations in closer detail (for larger room layouts)

## Role Outlines

### Judge:

- Read through the abstracts in advance to become familiar with the students' presentations.
- Provide a brief introduction of themselves when prompted by the moderator at the start of the contest (eg name, profession, specialisms/technical areas, company etc).
- Observe the presentations and mark the students based on criteria given on the Judge Score Sheet.
- Ask any questions of the student when invited to by the Moderator.
- Supply Moderator with completed score sheets of each student at the end of the contest.
- Discuss any tie-breaker situations with the other judges to agree on a winner.

### Moderator:

- Act as Master of Ceremonies;
  - Announce the start of the contest and introduce each of the judges, inviting them to each provide a brief statement.
  - Provide safety briefing / fire alarm procedure where necessary.
  - Invite each student up to present in order.
  - Time each presentation to ensure students don't run over, indicate to students when they have 2mins remaining, and advise when time is up (where necessary).
  - Invite judges to ask questions and advise how long they have.

- Collect the Judges' score sheets at the end of the contest.
- Ask students to leave the room for the scores to be reviewed.
- Calculate average scores of each student on the Moderator Score Cards and advise judges of the winner/s.
- Agree with the judges on the overall winner, and call students back into the room for the announcement.
- Present students with certificates of participation (if applicable).

### Template agenda / running order

Note: the below example schedule is based on 10 contestants with a 20 minute slot each.



## Regional Student Paper Contest

- 08:00-08:25:** Students report to the room for registration and upload their presentations  
**08:25-08:30:** Introduction and safety brief from the Moderator

*Students have a maximum of 20 minutes for their presentation (excluding time at the end for Judges' questions). Time for questions at the end of the presentation should also be accounted for in the schedule.*

Time	Name	University	Title of Paper
8:30-8:50	Contestant 1		
9:00-9:20	Contestant 2		
9:30-09:50	Contestant 3		
10:00-10:20	Contestant 4		
10:30-10:50	Contestant 5		
Break (10-15mins)			
11:10-11:30	Contestant 6		
11:40-12:00	Contestant 7		
12:10-12:30	Contestant 8		
12:40-13:00	Contestant 9		
13:10-13:30	Contestant 10		

**Then the following timings are approximate:**

- 13:30-13:45** Moderator calculates final scores, contestants are asked to leave the room  
**13:45-14:00** Contestants are called back in, and the winners announced

**The Judges:**

	<b>Name</b>	<b>Company</b>	<b>Highest Qualification</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5.</b>			
<b>6.</b>			