



MANUAL FOR CONDUCTING SPE STUDENT PAPER CONTESTS

SPE student chapters/sections are invited to host the regional contests on a rotating basis. Contests may be organized in geographical areas where sufficient participation warrants. Currently, ten regional contests are recognized by the Society:

Region	Alternate
African	Europe
Asia Pacific	Europe
Canadian	Rocky Mountain/Mid-Continent/Eastern
Europe	Rocky Mountain/Mid-Continent/Eastern
Gulf Coast	Rocky Mountain/Mid-Continent/Eastern
Latin American/Caribbean	Gulf Coast
Middle East	Asia Pacific
Rocky Mountain/Mid-Continent/Eastern	Gulf Coast
Russia	Europe
Western	Gulf Coast

In the event that a contest or a division is not held in your assigned region, you can present your paper in an assigned alternate region. If the alternate region is not holding a contest, you must contact studentactivities@spe.org.

The SPE Student Development Committee approves the entry of student chapters and contestants and also approves new regional contests.

1.0 Contest Structure

A regional contest is normally conducted in three divisions: Undergraduate, Master's and PhD. Each contest division must have contestants from at least three student chapters.

1.1 Undergraduate Division

If there undergraduate degree entries from three or more student chapters, an Undergraduate Division *must* be held.

1.2 Master's Division

If there are master's degree entries from three or more student chapters, a master's division *must* be held.

1.3 PhD Division

If there are PhD degree entries from three or more student chapters, a PhD division *must* be held.

1.4 Combined Divisions

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

2.0 Entrance Requirements

- 2.1 Contestants must be SPE members in good standing at the time of application.
- 2.2 Only students enrolled as full-time students are eligible to participate in the contest. The definition of "full-time" is determined by the student's university.
- 2.3 If the student has already earned a degree, it must have been less than nine months before the contest. For example: a student graduating March 2011 must compete by December 2011.
- 2.4 Students are not required to be a member of a student chapter in order to participate in the contest.
- 2.5 Final rulings on questionable eligibility will be made by the Student Development Committee. Direct inquiries to studentactivities@spe.org.

Please see item 7.0 Selection of Contestants for related information.

3.0 Entrance Procedures

Each participant must adhere to the procedures and deadlines established by the student paper contest host. 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.

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 must be acknowledged within the paper and presentation, but not as an author.**
- 4.2 Papers 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 required.
- 4.6 At time of submission, the presentation/paper must not have been accepted for:
 - Publication in an SPE peer-reviewed journal
 - 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, with a maximum of 10 minutes for questions from the judges only.

5.0 Financial Assistance

SPE provides support to SPE student chapters for travel to and from SPE-sponsored meetings, including SPE Student Presentation/Paper Contests through its Support for Technical Development Program. Reimbursement amounts and procedures are detailed online [here](#): The host group may also provide financial support for the contest (contestants) from regional, section, or chapter funds.

6.0 Selection of Judges and Moderators

The host group is responsible for:

- Selecting the judges to review written papers and the oral presentations
- 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 five judges should be selected for each division of the contest.
- Fewer than half the judges in each division should be graduates of the same university.
- Judges in the undergraduate division should hold at least an undergraduate degree in engineering or applied science. Judges in the master's division should hold at least a master's degree. Judges in the PhD division should hold a PhD degree.
- A balance among representatives from 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

In the case written papers are required, the judges shall meet to select the finalists to present at the contest, as well as the alternates, should a finalist be unable to present.

In regions not requiring written papers, the contestants are selected by their respective student chapters/universities. In all contests (both those with and without written papers), the number of contestants competing shall be chosen according to the following guidelines:

7.1 No more than two contestants shall 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 each student 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.

8.0 Judging of Presentations and Selection of Winners

Judges must use the official SPE Student Presentation/Paper Contest scoring rules in evaluating contestants' presentations and must adhere to the following voting procedures. (Judges should meet before the contest to review the rules and procedures.)

- Only judges are permitted to ask questions of contestants.
- Following each presentation, judges must score each speaker on the **Official Scoring Sheet**, 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 Sheet**.
- The winners are determined by the ranking of contestants on the Official Moderator's Score Sheet. 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.

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 written papers that are included in the conference proceedings (if received by the production deadline). The contestants shall follow the submission format and schedule of the conference.

9.0 Awards

9.1 SPE Funding

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, either as prizes for winning contestants or to defray a portion of the cost of hosting the contest. However, it is suggested that at least 60% of the funds be used as prizes for winning contestants. 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 per contest provided for each division having ten or more finalists,
- USD 800 for each division having six to nine finalists, and
- USD 600 for each division having three to five finalists.

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

9.2 Prize Money

It is suggested that prize money be awarded as follows:

- In case of three winners 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 winners in a division:
 - ❖ First place should receive 60% of prize money;
 - ❖ Second place 40% of prize money.
- In case of one winner in a division:
 - ❖ the first place should receive all of the prize money.
- Judges may determine honorable 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 Student Development Committee, or a representative of the host group.

10.0 Responsibilities of Host Group

SPE Young Member Programs staff will notify the SPE student chapter/section of its opportunity to host the Regional Student Contest. The host group assumes full responsibility for the conduct of the contest. The first task is to determine the date, time, and site of 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 strongly suggested to adhere to the following timetable.

Seven Months Prior to the Contest

Issue a call for papers, informing all student chapters and sponsoring sections of the details of the contest, including the time, place, paper submission deadline, and competition requirements. SPE will provide mailing lists, publicize the contest on the SPE website and announce it in the student eUpdate.

Five Months Prior to the Contest

1. Select a panel of judges to choose finalists, if written papers are required, and to judge oral presentations at contest.
2. Select moderators for the presentation sessions.

3. Complete and submit the [Pre-Contest Declaration Form](#) to studentactivities@spe.org which indicates the names and information of all judges and moderators.
4. Confirm that judges and moderators will be available to judge presentations at the contest. Also, invite judges and moderators to the 'judges and moderators' meeting before the contest and, with a guest, to the event where awards will be presented.

VERY IMPORTANT Confirm Selection of Judges at This Point!

30 Days Prior to the Contest: Deadline for receipt of entry forms and abstracts (60 days Prior to the contest if written papers are required.)

5. Confirm all contestants have current membership.
6. Distribute papers and/or abstracts to contest judges.

15 Days Prior to the Contest

(45 days Prior to the contest if written papers are required.)

7. When written papers are required, judges meet for selection of finalists and alternates to present papers at contest.
8. Advise all contestants whether they have been selected as either finalists or alternates.
9. Provide details of the contest, including housing accommodations and social functions, to contestants if there are any.
10. When the contest is held in conjunction with a regional or technical conference, submit information on contestants to conference organizers for publicity at conference.
11. Send information regarding contest to judges, moderators, participating student chapter faculty sponsors, appropriate SPE officers and directors, and SPE Young Member staff. The information should include an agenda for the contest, information on social functions, availability of housing, number of prizes in each division, and amount of each prize.
12. Confirm that judges and moderators will be available to judge presentations at the contest. Also, invite judges and moderators to the 'judges and moderators' meeting before the contest and, with a guest, to the event where awards will be presented.
13. Verify contest date with the SPE Regional Director and with other SPE officers and/or directors who will attend the contest. Confirm who will present awards to students and when awards will be presented.
14. Confirm housing and all information is received from contestants, judges, moderators, and others who have indicated attendance at the contest if applicable.
15. Complete all arrangements: furnish meeting rooms, supply audio-visual equipment, judges' table(s), and a registration table for participants and other attendees; secure a photographer for the contest and awards' presentation ceremony; provide catering and schedule social functions.
16. 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.
17. Verify certificates are ready.

Day of Contest

18. Moderators, judges and student presenters attend Authors' Breakfast, if one is scheduled.
19. Hold meeting of judges and moderators to distribute information packets and review the procedures of the contest.
20. Check rooms for:

- Audio-visual equipment
 - Registration and judges' tables
21. Confirm that the photographer is present at sessions and awards presentation ceremony.

Within Two Weeks After the Contest

22. Complete and submit to studentactivities@spe.org 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.
23. Write "thank you" letters to judges, moderators, and others who assisted in the planning and/or conduction of the contest.

Best Wishes on a Successful Student Paper Contest!