

## What is the Chairperson's Role in the Forum?

Sets the stage for the entire Forum, through their management of the overall sessions and the content, based on the abstract.

## How is the Chairperson's Role Successfully Achieved?

- Select Steering Committee members who are committed and well connected (both inside and outside the industry) and able to involve solid Discussion Leaders. The balanced composition of your Steering Committee is pivotal to a successful dynamic of your forum.
- Select committee members based on :
  - Knowledge on the subject (but not experts or gurus).
  - Well-connected individuals within the industry.
  - Self-confidence and self-motivation, and who you are sure can control an unruly session effectively!
  - Target technical managers who make things happen.
  - Availability on dates of meetings and forum.
  - Geographical and company representation (service company members tend to know more people).
  - Integrate both expertise and diversity to properly weigh the composition of your Steering Committee.
- Plan for about 12-18 committee members. This number allows committee members to act as Session Managers.
- Contact a relevant SPE Technical Advisory Committee to identify individuals who are interested in joining your Steering Committee. Consult your Liaison if you need assistance in contacting this committee.
- Establish objectives at the first Steering Committee meeting.

## How Are the Sessions Distributed Within the Forum?

### Day 1

Morning Session  
Afternoon Session

### Day 2

Morning Session  
Afternoon Relaxation and Recreation  
Evening Session

### Day 3

Morning Session  
Afternoon Relaxation and Recreation  
Evening Session

### Day 4

Morning Session  
Afternoon Session

### Day 5

Morning Session

**Enjoy your role in the forum!**

