



# **International Award Nomination Procedures**

How to prepare an effective  
award nomination

# Purpose of Program

- The SPE Honors and Awards Program recognizes significant technical and professional contributions to the worldwide oil and gas industry and to the petroleum engineering profession.
- Peer recognition is an important program of every professional organization.
- SPE members have made many outstanding and significant professional and technical contributions to our industry, yet many deserving individuals have not yet been recognized for their work.



# Effective Nominations

- Preparing an effective nomination is key to presenting the accomplishments of your candidate to the award committee.
  - Award committees rely on concise and complete nominations to make the best decision
    - Committee members volunteer their time and talents
    - Well written nominations allow them to use their time well
  - Poorly prepared nominations will not highlight the technical or service accomplishments of your candidate
    - It is vital to provide the items requested on the nomination form
    - Too much material is as ineffective as too little



# Review Award Criteria

Awards fall into 3 categories

## ■ **Membership Designations**

- Honorary Member
- Distinguished Member

## ■ **Professional Awards**

- DeGolyer Distinguished Service Medal
- Distinguished Achievement for Petroleum Engineering Faculty
- Distinguished Service Award
- Public Service Award
- Young Member Outstanding Service Award

## ■ **Technical Awards**

- Anthony F. Lucas Gold Medal
- John Franklin Carll Award
- Lester C. Uren Award
- Cedric K. Ferguson Medal
- Drilling and Completion Award
- Formation Evaluation Award
- Health, Safety, and Environment Award
- Management and Information Award
- Production and Operations Award
- Projects, Facilities and Construction Award
- Reservoir Description and Dynamics Award



# Select the appropriate award

- Is the candidate's notable accomplishment technical or related to service?
- Is the candidate a current member of SPE?
  - Honorary Membership, Anthony F. Lucas Gold Medal and John Franklin Carll Award do not require SPE membership.
- Does the candidate meet age criteria for the award?
  - Young Member Outstanding Service Award candidates must be under the age of 36.
  - The Lester C. Uren Award requires the work recognized to have taken place when the member was under 45 years of age
- Has the candidate previously won an award or served on a committee that disqualifies them?
  - SPE International Board members and award committee members are not qualified while serving and for 2 years after the completion of their service.
  - A winner of the Carll, Lucas or Uren award is ineligible for the other 2 awards for 5 years
  - A winner of the DeGolyer Award is ineligible for the Distinguished Service Award.
  - Winners of the DeGolyer, Carll, Lucas or Uren Award are ineligible for a technical award.
  - Distinguished Members may only be elected once.
  - Honorary Members are ineligible for any further SPE award.
- Is the candidate's service to SPE or the public?
  - Distinguished Service Award relates to contributions SPE
  - Public Service Award relates to efforts outside of SPE



# Complete a nomination form

- Nomination forms are available online at [www.spe.org/speawards](http://www.spe.org/speawards)
- Provide all requested information.
- Submit a separate form for each award if nominating for more than one
- Any of the formats are acceptable.
  - Online submission
  - Word document
  - PDF document
    - Type or write legibly



# Provide Justification

- Include an explanation of why you feel the candidate should be recognized for the award
- Compose a concise argument outlining the case in favor of the candidate
- Give specific examples that support the award requirements
- Limit to one page



# Provide Documentation

- Provide a 1 page biographical profile of the candidate
  - include details on
    - Education
    - Job experience
    - Company affiliations
    - Organization memberships
- Include a condensed CV or resume of not more than 3 pages
- You may list any worldwide, national, local, company, academic, or public service contributions not covered in the biographical profile
  - Please limit to 1 page
- You may include a list of the 5 publications that represents the candidate's best work
  - Please do not include a list of all publications



# Solicit Support

- Request that colleagues familiar with the candidate's work send letters in support of the nomination.
  - Letters of support may be sent directly to SPE.
  - Contact information is listed on the Submit slide
- SPE staff will attach all support material to the nomination
- SPE staff will add the candidate's SPE member record to the nomination
- All SPE Society-wide nomination materials are treated as confidential.



# Submit the Nomination

- Submit all nomination materials to
  - [awards@spe.org](mailto:awards@spe.org)  
or
  - Tom Whipple (attention: Awards)  
Society of Petroleum Engineers, Inc.  
P. O. Box 833836  
Richardson, TX 75083-3836 U.S.A.  
or
  - Facsimile: (1) 972-952-9435



# Meet the Deadline

All SPE International award nominations and supporting materials must be received by

# February 15

International award recipients will be announced after the SPE International Board of Directors Meeting in June



# Questions?

- If you have any questions about SPE's honors and awards program, please contact
  - Tom Whipple at 1.972.952.9393
  - Cynthia Thompson at 1.972.952.9370
  - [awards@spe.org](mailto:awards@spe.org)

