

SOCIETY OF PETROLEUM ENGINEERS
GUIDELINES FOR USE OF SECTION MEETING ATTENDANCE CARDS

Section pocket identification cards are available to SPE sections. The cost is \$50 (includes shipping) for a minimum order of 1,000 cards. The cards come in three colors - **white** cards are for members, **blue** cards for nonmembers, and **yellow or buff** cards are for students. The cards are helpful to the section membership committee and should be used as follows:

Distribute a card to each person upon arrival at the meeting and ask him/her to fill in his/her name on both the stub and the bottom part of the card. Care should be taken to ensure that each nonmember gets a blue card.

The stubs are to be given to the membership chairperson to use in introducing guests at the meeting and to add nonmembers to the member prospect list.

The bottom parts of the cards are to be worn in attendees' breast pockets as nametags. Members of the membership committee should become acquainted with individuals with blue cards, invite them to join the Society, and assist them in completing a membership application.

To order meeting attendance cards, indicate the number and type(s) of cards needed and return the lower portion of this form to the SPE Americas Office.

Please indicate the quantity of each card needed.

Member _____ Non-member _____ Student _____

Send the cards to the following address:

Name: _____
Address: _____

Please allow 4 to 6 weeks for delivery. Cards will be sent by UPS in the U.S. and air parcel outside the U.S. unless otherwise requested. (Sections will be billed for the difference in cost.)

Submitted by:

Name: _____
Member Number: _____
SPE Section Office: _____
Company: _____
Delivery Address: _____

Telephone: _____
Facsimile: _____
Email: _____

Return to:

SPE Sections Manager
Society of Petroleum Engineers
P.O. Box 833836
Richardson, Texas 75083-3836, U.S.A.
Telephone: +1.972.952.9393
Facsimile: +1.972.952.9435
Email: sections@spe.org