



SPE Virtual Workshop: Asia Pacific Digital Week - Enhancing the Energy Value Chain through Innovation and Digital Ecosystem

9–11 November 2021 | Virtual [UTC +8]



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for EARLY BIRD DISCOUNT!**



Who Should Attend

Professionals involved in:

- Artificial Intelligence (*Machine Learning, Deep learning, Robotics, Language processing, Cognitive intelligence, etc.*)
- Asset Management, Integrity and Maintenance
- Augmented Reality/ Virtual Reality
- Business Analysis
- Consultancy
- Cloud Computing
- Data Processing and Interpretation
- Data Science and Analytics
- Decommissioning & Abandonment Late life Planning and Preparation
- Digital Transformation, IT and OT
- Digital Twins/3D Modelling/Laser Scanning/Pointed Cloud
- Drilling and Completions
- Drilling Automation
- Enhanced Asset Security
- Emissions Management, GHG/Carbon Reporting
- Facility Engineering and Construction
- Field Develop Acceleration
- Field Development Planning
- Field Exploration
- Geology, Geophysics, Geoscience and Geomechanics
- Gas, LNG
- HSE, Risk Management, Process Safety
- Industrial Internet of Things (IIoT)
- Industry 4.0
- Information Security (InfoSec)
- Learning and Development
- Maintenance Engineering
- Network and Cyber Security
- Operational Excellence and Technologies
- Petrophysics
- Predictive Analytics
- Procurement and Production Forecasting
- Production and Operation
- Production Forecasting and Optimisation
- Production Technology and Surveillance
- Project Management (Quality and Performance)
- Real-Time Reservoir Surveillance and Monitoring
- Regulators
- Renewable Energy
- Research and Development
- Reserves Estimation
- Reservoir and Wells Engineering
- Sustainability
- Technology Startups
- Seismic Survey

In the wake of today’s volatile oil and gas markets, evolving energy mix, and the ongoing global pandemic, pressure is mounting for oil and gas companies to elevate digital transformation strategies and pace to reduce costs, optimise efficiencies and remain competitive. Realising these goals would require organisations to start nurturing an innovative organisational culture, democratising data by breaking down silos, and establishing greater collaborative approaches by leveraging partnerships across all business spectrums.

As sustainability and energy transition gain greater momentum and prominence, it is redefining the way forward for the energy playing field as companies strive to achieve sustainable competitive advantage for the long haul. As oil and gas businesses continue to face various challenges, they need to adopt new and relevant technologies to bridge the gaps across the value chain to equip themselves with the right digital capability in realising their growth strategy. Furthermore, as the world continues to navigate through the ongoing effects of the pandemic, it is critical to incorporate a mindset of “Business as Unusual” by learning new ways of working and sustaining in the new normal.

As oil and gas businesses continue to face various challenges, it needs to adopt new and relevant technologies to bridge the gaps across the value chain so as to equip the organisations with the right digital capability in realising its growth strategy. The SPE Asia Pacific Digital Week 2021 will dive deeper into current challenges impacting the value chain with digitalisation at the heart of oil and gas business transformation.

Session Highlights

Keynote Address | Exploring the Role of Digital Technology in Support of Sustainable Oil and Gas Developments | Business as Unusual and the Future of Work in Oil, Gas and Energy Industries

Digital Oilfield 4.0 - Underlying Technologies, Case Studies and Winning Strategies | Management of Change (MOC) for a Successful Digital Transformation | Data Analytics Democratisation

The Evolution of Digital Ecosystem - Reshaping the Energy Industry to Capitalise on Growth Opportunities

GROUP REGISTRATIONS AVAILABLE
Contact us at apweb@spe.org to arrange your group.

go.spe.org/22WM10W

Workshop Objectives

The workshop aims to showcase an ecosystem fuelled by integrated and data-intensive digital solutions throughout the value chain by sharing the latest research, advances, and case studies on digital technology implementations across various industries and regions. Ultimately, it would help in navigating the world towards a more secure, sustainable, and smarter energy future.



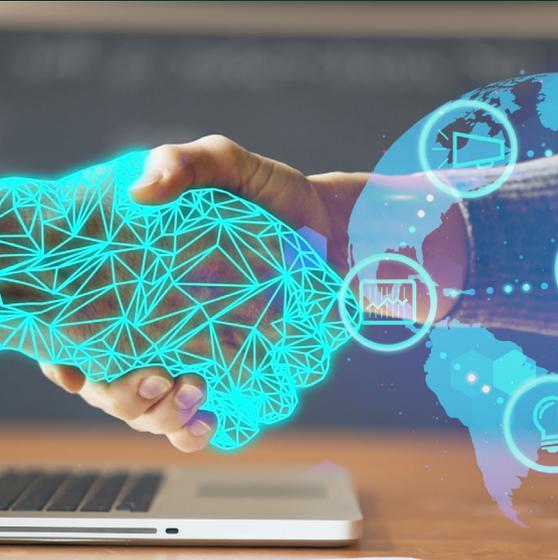
Bespoke, expert-led technical topics



Knowledge sharing and technical discussions



Peer-to-peer networking opportunities



Technical Programme Committee

CO-CHAIRS



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Vice President, Energy &
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Programme Schedule

Note: All times are Greenwich Mean Time (UTC) +8

TUESDAY, 9 NOVEMBER 2021	
1300 - 1310 hours	Welcome Remarks by Workshop Co-Chairs
1310 - 1335 hours	Keynote Address
1335 - 1430 hours	Session 1: Exploring the Role of Digital Technology in Support of Sustainable Oil and Gas Developments
1430 - 1500 hours	Networking Break
1500 - 1630 hours	Session 2: Business as Unusual and the Future of Work in Oil, Gas and Energy Industries
1630 - 1700 hours	Networking Break
WEDNESDAY, 10 NOVEMBER 2021	
1300 - 1430 hours	Session 3: Digital Oilfield 4.0 - Underlying Technologies, Case Studies and Winning Strategies
1430 - 1500 hours	Networking Break
1500 - 1630 hours	Session 4: Management of Change (MOC) for a Successful Digital Transformation
1630 - 1700 hours	Networking Break
THURSDAY, 11 NOVEMBER 2021	
1300 - 1430 hours	Session 5: Data Analytics Democratisation
1430 - 1500 hours	Networking Break
1500 - 1630 hours	Session 6: The Evolution of Digital Ecosystem - Reshaping the Energy Industry to Capitalise on Growth Opportunities
1630 - 1700 hours	Networking Break

Register and join the sessions at your local time:

0800 hours - Doha / Kuwait City / Manama / Riyadh
 0900 hours - Abu Dhabi / Dubai / Muscat
 1030 hours - New Delhi
 1130 hours - Yangon
 1200 hours - Bangkok / Hanoi / Jakarta

1300 hours - Bandar Seri Begawan / Beijing / Kuala Lumpur / Perth / Singapore
 1400 hours - Tokyo / Seoul
 1430 hours - Adelaide
 1500 hours - Brisbane
 1700 hours - Wellington

Technical Programme Preview

TUESDAY, 9 NOVEMBER 2021

1300 - 1310 hours **Welcome Remarks by Workshop Co-chairs**

Co-chairs: Ricardo Cesar Bezerra de Melo, **Repsol**; Nikhil Chaturvedi, **SAP**

1310 - 1335 hours **Keynote Address**

1335 - 1430 hours **Session 1: Exploring the Role of Digital Technology in Support of Sustainable Oil and Gas Developments**

Session Managers: Robert Minson, **Carbon Transition Pathways (CarbonTP)**; David Grassian, **Mubadala Petroleum**

There are many ways in which digital technology can support sustainable oil and gas developments both in the near term and in the future. In general, digital technology can be classified as either enabling or supporting technology, and the full benefits of digital technology can only be realised by enabling both of these dimensions.

Enabling digital technology includes, but is not limited to; the emergence of sophisticated environmental, energy, emissions management systems which are supported by emerging data collection, storage, and analytical technologies such as Internet of Things (IoT), cloud computing, big data, artificial intelligence, and machine learning. An excellent example of enabling digital technologies is the recent emergence of digital twins and cloud computing to ensure an optimal level of performance of oil field equipment, such as compressors and pumps. There are many other emerging areas such as drone operations which collects data on fugitive emissions and intelligent pigging technologies which collects and analyses data related to pipeline integrity, to anticipate and prevent leaks. Supporting technologies take on a more familiar role of enabling automation of sustainability-related workflows, such as data collection and reporting.

Another way to view digital technologies is by examining the role of digital technology in the overall lifecycle of an oil and gas development, with respect to subsurface studies, facilities design and construction, facilities operation, and disposal phases. Here, digital technology supports functional roles such as reservoir and subsurface analysis, drilling and well intervention, facilities engineering, operations, and Health, Safety, Security & Environment (HSSE). This session will explore the diverse roles that digital technology can play in supporting the sustainability objectives of oil and gas companies.

1430 - 1500 hours Networking Break

TUESDAY, 9 NOVEMBER 2021

1500 - 1630 hours **Session 2: Business as Unusual and the Future of Work in Oil, Gas and Energy Industries**
Co-Chairs: *Jonathan Chin Yun Wah, JX Nippon Oil & Gas Exploration (M) Limited; Julfree Sianturi, PT PERTAMINA Hulu Mahakam; Li Qingrui, Schlumberger*

COVID-19 has created an unusual business situation and companies must change their way of working. Our industry has undergone rapid digital transformation with various digital solutions to help build the foundation for this new norm of working. Through this exercise, organisations have identified many potential areas of improvement, and yet new challenges continue to disrupt the progress. This session will discuss the following key areas of interest:

- Post COVID-19 recoveries (V-, U-, L- or W-shaped economic recovery)*, and the continuously evolving new norms of working in terms of:
 - o Cost-effectiveness
 - o Technical leadership challenges
 - o Digital software and hardware enablers
- Future of work
 - o New methods of communication and collaboration
 - o Operational workflows and integrations
- Vital Information Security (InfoSec)
 - o Managing remote working security
 - o Risk mitigation in tightened regulations on data privacy, confidentiality, and residency

**Source Reference: V-, U-, L- or W-shaped economic recovery after Covid-19*

1630 - 1700 hours Networking Break

WEDNESDAY, 10 NOVEMBER 2021

1300 - 1430 hours **Session 3: Digital Oilfield 4.0 - Underlying Technologies, Case Studies and Winning Strategies**
Co-Chairs: *Guillermo Griborio, Halliburton; Raphephan Laochamroonvorapongse, PTTEP; Lyu Ping, Schlumberger*

Digital transformation projects and initiatives have been part of the portfolio of investments in the oil and gas industry for many years. Some companies are pioneers in embracing disruptive Digital Oilfield technologies while others refer to proven and published case studies. As technologies continue to evolve and expand with dramatic speed, companies are adopting more agile methodologies for their projects. The driving objective is to reduce the time of implementing new methods of processing and analysing data, in response to advocating the need to optimise efficiency and costs in field operations. Sharing challenges, experiences, and benefits in Digital Oilfield implementations is a key factor for ensuring the success of digital transformation across the industry.

This session will focus on industry case studies on the integration of digital technologies across the E&P value chain spanning across exploration, drilling, production, operation, engineering, supply chain and other related areas. Potential solutions may include, but are not limited to:

- Advanced Data Science
- Artificial Intelligence, Machine Learning, Robotic Process Automation (RPA), Unmanned Aerial Vehicle (UAV)
- Convergence of Information Technology (IT), Operational Technology (OT) and Engineering Technology (ET)
- Digital Twin
- Industrial Internet of Things (IIoT)
- Blockchain
- 5G in Oil and Gas
- Computer Vision

1430 - 1500 hours Networking Break

1500 - 1630 hours **Session 4: Management of Change (MOC) for a Successful Digital Transformation**
Co-Chairs: *Panu Boonwattapanas, Chevron Thailand Exploration and Production; Choakchai Sae-Heng, Mubadala Petroleum*

Digital transformation (DX)** in oil and gas is the embracing of technology to reshape how companies operate their assets. A digitally enabled and data-centric approach leads to improved productivity, higher efficiency, and increased cost savings. Oil and gas companies had faced formidable challenges to their efficiency, sustainability, and profitability prior to COVID-19 as well. However, as a result of uncertainties in the current global pandemic, product prices have collapsed so severely that the urgency to tackle these issues have increased dramatically. One of the clearest and most viable responses to these systemic challenges is to accelerate digital transformation strategies to enhance resilience and remain attractive to investors.

Digital transformation strategies cannot be effectively implemented without an effective Management of Change (MOC) in organisational culture and capabilities. In the minds of employees, DX poses various uncertainties in terms of employment security.

This session will focus on best practices that have been successfully implemented to effectively manage changes in people, strategy, and culture. It will also throw light on the effects of the pandemic towards human capital and talent management. The session will explore and share impacts of the global energy transition, and how change management and technological applications can help organisations in advancing their business objectives.

***Source Reference: Digital Transformation (DX)*

1630 - 1700 hours Networking Break

THURSDAY, 11 NOVEMBER 2021

1300 - 1430 hours

Session 5: Data Analytics Democratisation**Co-Chairs:** *Carlos Damski, Genesis Petroleum Technologies; Siriwat Vorachan, Mubadala Petroleum*

Data analytics is the cornerstone of the digital transformation process. It touches many issues related to People, Technology and Processes, and how it affects new business models and value-driven solutions. This session will discuss data analytics technologies and how it could be accessible for everyone.

Presenters will share their strategies, approaches, processes, and lessons learnt, from open-source software, free literature, to a fully customised advanced solution. While we understand that not one size fits all, adaptation and replication of best practices across various industries are what can make our industry thrive, in the current landscape.

This session will discuss and address these challenges and potential solutions:

- Regulatory Framework - Data Security, Data Privacy (i.e., GDPR), Cyber Security, Data Residency, Cloud technology (Public/Private) etc.
- Vendor neutral standards-based ecosystem driving digital analytics
- Tools available for data analytics (machine learning, packages, literature, etc.)
- Advanced Data Analytics (IoT, AI, real-time processing, etc.) with value-driven solutions

1430 - 1500 hours

Networking Break

1500 - 1630 hours

Session 6: The Evolution of Digital Ecosystem - Reshaping the Energy Industry to Capitalise on Growth Opportunities**Co-Chairs:** *M Arif Iskandar Ghazali, PETRONAS; Nikhil Chaturvedi, SAP*

As the energy industry advances, the relationship between operators with their contractors and technology partners has shifted from a transactional customer-vendor approach to an evolved partnership that is collaborative and mutually beneficial. Gradually, various ecosystem players are forming strategic alliances for capital project delivery, operations and maintenance, supply chain management, HSE and workforce management. Subsequently, several contractors including oil field service companies have added Digital to their business portfolio. In addition, various technology startups are bringing in new ideas and getting tremendous support from the oil, gas and energy companies. Long-term collaboration and consciously sharing risk can foster innovation, reduce costs, and improve the overall safety, performance, and operability of projects by harnessing the entire ecosystem's resources and capabilities.

This session will focus on digital technologies that are bringing disruptions into the energy industry and its ecosystems resulting from successfully implemented strategic alliances. When applying or enabling these technologies, the outcomes will include but are not limited to the following:

- Cost savings through waste elimination and/or cost avoidance
- Maximised revenue generation through production optimisation, monetising resources, and/or increasing throughput
- Maximised value generation through increased collaborations across industries, operational excellence, and elevation of industrial competitiveness
- Improved risk mitigation strategies
- Increased operational efficiency and safety through seamless flow of information across the energy value chain
- Enhanced capabilities and strengthened competitive positioning

1630 - 1700 hours

Networking Break

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SPONSORSHIP PACKAGES

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Logo and sponsorship title on front cover of workshop Technical Programme booklet	✓		
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Logo and sponsorship title listed in workshop Technical Programme booklet	✓	✓	✓
Opportunity to insert sponsors' promotional materials (PDF or link) as downloadable resources in virtual event platform	2	2	

Workshop Guidelines

1. Documentation

- a. Presentation slides / Proceedings will not be published; therefore, formal papers and handouts are not expected from Discussion Leaders.
- b. Work in progress, new ideas, and interesting projects are sought.
- c. Resource documents may be provided as pre-reads and during the live event.

2. Workshop Deliverables

- a. An on-demand version of the live event sessions will be made available to registered participants only.
- b. Provision of the live event sessions and presentation materials by Discussion Leaders will signify their permission for SPE to do so.

3. Commercialism

In keeping with the Workshop objectives and the SPE mission, excessive commercialism in presentations are not permitted. Company logos must be limited to the title slide and used only to indicate the affiliation of the presenter.

4. Certificate of Attendance

All full access attendees will receive a certificate of attendance post event.

5. Continuing Education Units

This Workshop qualifies for SPE Continuing Education Units (CEU) at the rate of 0.1 CEU per hour of the Workshop.

6. Code of Conduct

- a. SPE is committed to providing a professional, friendly and safe environment for all participants at its events, regardless of gender, sexual orientation, disability, race, ethnicity, religion, national origin or other protected class.
- b. This code of conduct outlines the SPE expectations for all participants, including attendees, speakers and sponsors. Cooperation is expected from everyone, and SPE will actively enforce this code throughout this virtual workshop.
- c. Participants will be provided with personalised credentials allowing them access to the virtual workshop. These credentials are personal and non-transferable. Non-registered individuals and minors will not be able to access the virtual workshop, unless upon prior agreement with SPE.
- d. SPE expects all event participants to help ensure a safe and positive experience for everyone. Unacceptable behaviour will not be tolerated during any portion of a meeting or event. Unacceptable behaviour includes but is not limited to:
 - Intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions.
 - i. Harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability or other personal characteristics, including those protected by law.
 - ii. Inappropriate contact including via electronic communications.
 - iii. The production or non-consensual sharing of harassing non-consensual photography or unwanted recording, including nudity and/or sexual images in virtual workshop (in any format, electronic or otherwise).
 - iv. Real or implied threat of professional or financial damage or harm.
 - v. Inappropriate and sustained disruption of sessions, meetings and/or events.
 - vi. Photographing, video or audio recording of slides, oral or presentations without prior written permission from SPE.
 - vii. Violating the rules and regulations of the virtual event platform.
 - viii. Cybercrime and dubious online practises include but not limited to phishing, spamming, spoofing and cyberstalking.
 - ix. Inappropriate self-presentation or attire. Business casual dress code is preferred.

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The Society of Petroleum Engineers (SPE) is a not-for-profit organisation. Income from this event will be invested back into SPE to support many other Society programmes. When you attend an SPE event, you help provide even more opportunities for industry professionals to enhance their technical and professional competence. Scholarships, certification, the Distinguished Lecturer programmes, and SPE's energy education programmes Energy4me are just a few examples of programmes that are supported by SPE.

Data Analytics for Drilling Process Improvement

7 – 8 October 2021 | Virtual | 0900-1300 hours (UTC +8)

COURSE DESCRIPTION

In today's world, traditional methods of drilling oil wells do not work as much anymore. Yesterday's practices are being superseded by a universal trend towards the extensive use of historical and real-time data to understand, learn and predict all well intervention operations. This course explores the impact of data analytics on well operations. Drawn from the presenter's extensive experience in data analysis, it examines, in easily understandable terms, today's data management processes targeting process improvement.

OBJECTIVES

The key learning objectives are for participants to:

- Identify potential solutions that can be implemented to strengthen the use of data as a corporate asset to improve the business' bottom line
- Manage common issues in dealing with IT and engineer groups
- Understand the importance of data management techniques to improve drilling processes
- Learn essential data management and analytics techniques to effectively use them in the business context
- Obtain insightful knowledge on how to implement data management and data analytics in the company
- Anticipate challenges when working with multiple data sources for a single "view of the truth"
- Learn how to effectively develop analytics for each level of data maturity in the company
- Avoid the use of self-centric data management projects which are "hard to sell" across internal stakeholders
- Compare big data and small data with big results and small results
- Analyse step by step how to implement a process to improve drilling campaigns using performance metrics

YOUR INSTRUCTOR



Carlos Damski, the founder and CEO of Genesis Petroleum Technologies, has accumulated nearly 35 years of experience in IT, including the past 18 years during which he has focused on drilling data analysis, dealing with major companies around the world. He has a PhD in Computer Science from Sydney University and has a number of technical papers published in OTC, SPE, IADC, etc. He is the author of the book "Drilling Data Vortex – Where the bits meet the bits". The book explains in detail how to use data to improve drilling activities.

Carlos combines extensive experience in software technology and drilling procedures, so he is in the right position to model and extract business intelligence from drilling data, allowing companies to improve their drilling processes. Those are essential skills for the forthcoming Digital Drilling Engineer and data analyst. His expertise encompasses major field campaign development, from initial concepts, until the detailed plan and follow-up. This closes the loop for continuous process improvement, where we plan, execute, analyse and provide feedback for future wells.

DAILY TECHNICAL PROGRAMME

Note: All times are Universal Time Coordinated (UTC +8)

THURSDAY, 7 OCTOBER 2021

0900-0910 hours	Welcome and Introduction by SPE <ul style="list-style-type: none"> • Housekeeping Information • Training Course Agenda Review
0910-1030 hours	Session 1: Basic Concepts and Data Management Technologies <ul style="list-style-type: none"> • Basic Concepts about Data Management Technologies and Business Intelligence • Data Acquisition, Storage and Retrieval • Data Quality Control Analysis
1030-1045 hours	Break
1045-1200 hours	Session 2: Using Drilling Data <ul style="list-style-type: none"> • Statistics: Distribution (Normal and Log Normal), P-values and Box Plot, Monte Carlo Simulation • Drilling Data Acquisition • Machine Learning • Planning with Offset Data
1200-1300 hours	Day 1 Wrap Up with Exercises and Q&A

Data Analytics for Drilling Process Improvement

7 – 8 October 2021 | Virtual | 0900-1300 hours (UTC +8)

DAILY TECHNICAL PROGRAMME

Note: All times are Universal Time Coordinated (UTC +8)

FRIDAY, 8 OCTOBER 2021

0900-1030 hours	Session 3: Drilling Data Analytics <ul style="list-style-type: none">• Time and Trouble Analysis• Learning Curve Concept• Invisible Lost Time (ILT) Analysis• Advanced Drilling Analysis: Planning Follow Up, Statistical AFE, and Technical Limit
1030-1045 hours	Break
1045-1200 hours	Session 4: Using Drilling Data <ul style="list-style-type: none">• Real Case Studies• Implementing Data Analytics in the Company• Practical Exercise
1200-1300 hours	Day 2 Wrap Up with Exercises and Q&A



REGISTRATION FORM

SPE VIRTUAL WORKSHOP:
Asia Pacific Digital Week - Enhancing the Energy Value Chain through Innovation and Digital Ecosystem
 9 – 11 November 2021 | 13:00 hours (UTC +8)



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<p>Do you wish to be considered a Discussion Leader (10-15 minutes presentation)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please indicate the subject/topic on which you would like to present:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>					
<p>Please state your Technical Discipline (Select one ONLY):</p> <p> <input type="checkbox"/> Completions <input type="checkbox"/> Data Science and Engineering Analytics <input type="checkbox"/> Drilling <input type="checkbox"/> Health, Safety, Environment, and Sustainability <input type="checkbox"/> Management <input type="checkbox"/> Production and Operations <input type="checkbox"/> Projects, Facilities and Construction <input type="checkbox"/> Reservoir </p>					
<p>Please state your expectation for the virtual workshop, so that we can tailor a portion for the virtual workshop to answer attendees' concerns.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>					
<p>Send me the latest news, events, and product information as it becomes available. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, your information will be used in accordance with SPE Privacy Policy.</p>					

PRE-WORKSHOP TRAINING COURSE OPEN FOR REGISTRATION:

SPE Online Training Course: [Data Analytics for Drilling Process Improvement \(7 – 8 October 2021\)](#)

REGISTRATION CATEGORY						
Description		Fee Per Person			Tick (✓)	Amount (USD)
		Super Early Bird By 3 September	Early Bird by 1 October	Standard after 1 October		
Workshop and Training Course	Member	USD 670	USD 770	USD 870		
	Non-Member	USD 870	USD 970	USD 1,070		
Workshop Only <i>(9 – 11 November 2021)</i>	Member	USD 420	USD 470	USD 520		
	Non-Member	USD 520	USD 570	USD 620		
Training Course Only <i>(7 – 8 October 2021)</i>	Member	USD 300	USD 350	USD 400		
	Non-Member	USD 400	USD 450	USD 500		
<p>Group Registration - Register 5 save 25%, Register 10 save 30% (Refer to Group Registration Form or contact apweb@spe.org for more information)</p>						
TOTAL AMOUNT (USD)						

PAYMENT METHODS	
<input type="checkbox"/>	Telegraphic Transfer Bank details will be provided in the invoice.
<input type="checkbox"/>	Credit Card SPE accepts American Express, Visa, MasterCard and Diners Club and payment will be processed in US Dollars only.
To pay online, go to: https://go.spe.org/22WM10W . For manual payment, you will receive an email with instruction on securely submitting your payment.	

REGISTRATION TERMS & CONDITIONS

- 1. Registration Fee**
 - a. Registration for this virtual workshop and training course is personal to Participant. Viewing and materials may not be shared with non-registered individuals without express consent from SPE.
 - b. Each participant is limited to maximum of one (1) device to access/login into the virtual workshop and training course.
 - c. Registration is non-transferable without written notification to SPE.
 - d. Registration of participation will only be confirmed upon receipt of full payment or an acceptable employer's letter of guarantee.
 - e. SPE reserves the right to cancel the registration if no payment is received prior to or on the date of the virtual workshop and training course.
 - f. Full fee is charged regardless of the length of time the Participant attends the virtual workshop and training course and cannot be pro-rated.
- 2. Taxes**

Fees are made free and clear of, and without any deduction or withholding for and on account of, any taxes, duties or other deductions. Any such deduction or withholding, if required by the laws of any country are the sole responsibility of the participant.
- 3. Cancellation Policy**
 - a. A processing fee of USD 50.00 will be charged for cancellation received three (3) working days before the first live event day of the virtual workshop and/or training course.
 - b. No refund for cancellation received within three (3) working days before the first live event day of the virtual workshop and/or training course.
 - c. Participants who failed to attend will not be eligible for a refund.
 - d. Cancellation must be notified in writing to SPE. Email your cancellation request to apweb@spe.org.
- 4. Code of Conduct**
 - a. SPE is committed to providing a professional, friendly and safe environment for all participants at its events, regardless of gender, sexual orientation, disability, race, ethnicity, religion, national origin or other protected class.
 - b. This code of conduct outlines the SPE expectations for all participants, including attendees, speakers, vendors, media, exhibitors, sponsors and volunteers. Cooperation is expected from everyone, and SPE will actively enforce this code throughout this virtual training course.
 - c. Participants will be provided with personalised credentials allowing them access to the virtual training course. These credentials are personal and non-transferable. Non-registered individuals and minors will not be able to access the virtual training course, unless upon prior agreement with SPE.
 - d. SPE expects all event participants to help ensure a safe and positive experience for everyone. Unacceptable behaviour will not be tolerated during any portion of a meeting or event. Unacceptable behaviour includes but is not limited to:
 - i. Intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions.
 - ii. Harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability or other personal characteristics, including those protected by law.
 - iii. Inappropriate contact including via electronic communications.
 - iv. The production or non-consensual sharing of harassing non-consensual photography or unwanted recording, including nudity and/or sexual images in virtual event (in any format, electronic or otherwise).
 - v. Real or implied threat of professional or financial damage or harm.
 - vi. Inappropriate and sustained disruption of sessions, meetings and/or events.
 - vii. Photographing, video or audio recording of slides, oral or presentations without prior written permission from SPE.
 - viii. Violating the rules and regulations of the virtual event platform.
 - ix. Cybercrime and dubious online practises include but not limited to phishing, spamming, spoofing and cyberstalking.
 - x. Inappropriate self-presentation or attire. Business casual dress code is preferred.

Reporting of harassment and disruptive behaviours can be made to apweb@spe.org.
 Consequences of misconduct may include:
 - i. Immediate removal from meetings and/or events without warning.
 - ii. Restrictions from future SPE events.
 - e. SPE reserves all rights to take any action to prevent and report violations of the Code of Conduct, including blocking access to SPE events. SPE cannot investigate reports of harassment or other misconduct during the virtual event but will inform the appropriate departments of the accused person's host institution about any such filed report.
- 5. Copyright**

All content contained within the SPE events is copyrighted either by SPE or other providers and its capture in any format, use and/or reproduction outside the portal is strictly prohibited without express permission from the content owner(s).
- 6. Privacy Policy**
 - a. SPE cares about the protection of participants' personal information. SPE complies with applicable privacy laws, including GDPR, in collecting and processing your data. Participants have control over how much of their personal data is shown to other users for networking purposes. Participants can manage the data in their personal profile within the virtual event platform. The virtual event platform provider processes the data attributed to this event on behalf of SPE. SPE collects and processes data for the purposes of fulfilling your registration order, analysing how this platform performs and is used, and marketing for future related SPE events. All participants maintain the right of erasure and can withdraw their consent at any time. Please see SPE's [privacy policy](#) for additional information.
 - b. By engaging with sponsor and exhibitor booths or content, participants are consenting to exhibiting and sponsoring companies having access to the personal data that is public in their personal profile. Participants will need to contact the exhibiting and sponsoring companies regarding their privacy policies and to request erasure.
 - c. Through the virtual event platform, participants may request to connect, which the receiving participant has the option to accept or decline. The platform's networking technology also recommends to participants related content and participants who match their interests.
 - d. For any queries or concerns please contact the events team at apweb@spe.org.
- 7. Disclaimer**
 - a. SPE reserves the right to change the speaker(s), date(s) and/or to cancel the virtual workshop and training course should circumstance beyond its control arises.
 - b. SPE reserves the right to cancel a Training Course if number of participants is insufficient. A minimum of 15 days' notice will be given.
 - c. SPE will not be liable to participants for any damages, costs, losses or expenses of any kind incurred or suffered by participants as a result of or in relation to SPE modifying, postponing or cancelling the virtual workshop or any part of the virtual workshop.

SPE Contact:
Society of Petroleum Engineers
 Email: apweb@spe.org