



SPE Workshop: Digital Transformation

13-14 September 2023

Rio de Janeiro | Brazil

SPONSORSHIP CONTRACT

This Sponsorship Contract will become a binding contract if the sponsor satisfies and agrees to Sponsorship Policies as set forth in this Contract. The individual signing this agreement warrants that he/she has the authority to bind contractually the organization contracting for the sponsorship.

CONTACT INFORMATION *

**Required: All information must be filled in completely before submitting*

Company: _____

Contact Name: _____

Title: _____

Phone: _____

Email: _____

URL Page Link: _____

OPPORTUNITY SELECTED

Sponsorship: _____

PAYMENT DUE

Payment accepted in US dollars (USD) only.

Refer to Payment Policy on Page 2

Sponsorship Total:

100% Due with Contract USD _____

BILLING INFORMATION FOR INVOICING *

**Required: All information must be filled in completely before submitting*

Company: _____

Contact Name: _____

Street Address: _____

City/State/Province: _____

Zip Code/Postal Code: _____

Country: _____

Phone: _____

Email: _____

PAYMENT METHOD

Check Enclosed Check Number: _____

Please make checks payable to the Society of Petroleum Engineers.

Wire Transfer*

Credit Card*

P.O. Number: _____

*For details on paying by wire transfer or credit card, please contact registration@spe.org.

I hereby submit this contract for a sponsorship and agree to abide by the policies and procedures as outlined in this contract.

Authorized Representative

Date:

SPE Representative

Date:

SPE Internal Use Only

Contract Received: _____

Full Payment Received: _____

COMPANY NAME: _____

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[SPONSORSHIP OPPORTUNITIES](#)

ALL SPONSORSHIPS RECEIVE:

- Prominent on-site signage displayed at the workshop recognizing the sponsorship
- Recognition in the technical program (provided sponsorship is confirmed before print deadline)
- Recognition on the event's PowerPoint slides
- Recognition on the workshop website, including a link to your company's website

Platinum (exclusive) – USD 6,000

- Four (4) complimentary registrations
- Sponsor to provide company logo lanyards that will be distributed by SPE at registration desk. SPE recommends 100 lanyards
- Sponsor may provide one (1) 8½ x 11 full page flyer for distribution to attendees at registration desk.
- Sponsor may provide one (1) company logo item to be distributed to attendees.

Gold – USD 5000

- Three (3) complimentary registrations
- Sponsor may provide one (1) company logo item to be distributed to attendees.

USD 5,000 – Networking Luncheons

- Three (3) complimentary registrations
- Sponsor may provide napkins with company logo
- Recognition during both luncheons days of the workshop
- Buffet luncheons will be served at hotel restaurant

Silver – USD 3,500

- Two (2) complimentary registration
- Sponsor may provide one (1) company logo item to be distributed to attendees.

USD 2,500 – Pens and Pads (Exclusive)

- Company logo printed on pens and pads. Provided by sponsor and distributed by SPE.

[Sponsorship Guidelines](#)

- **All copy must be submitted and approved by SPE prior to implementation**
- **It is the responsibility of the sponsor to adhere to the sponsorship and logo specifications information**

PAYMENT POLICY

- SPE requires that one hundred percent (100%) payment on all sponsorships be submitted with the signed contract.
- No sponsorship will be acknowledged or promoted, either in print or on the SPE official website, until the contract and required deposit has been submitted.
- Payment is accepted in US dollars only. SPE also accepts most credit cards, checks, money orders and wire transfers.
- Should a sponsor elect to cancel a confirmed sponsorship, SPE is not entitled to refund the monies paid to SPE.
- Company representative signature binds the company to the payment and cancellation schedule. If the company cancels participation with money due, the outstanding funds will be due upon cancellation.
- Prices do not include sales taxes. Sponsoring company is responsible for any local taxes and fees.

DEADLINES

In order for sponsorship to be promoted in the Workshop Technical Program:

- Sponsorship Contracts and payment must be received **prior to 9 August 2023**
- Sponsor logos should be sent as vector based .EPS or .AI files, 4 color process
- If a vector based logo does not exist use the following file recommendations:
 - Logo should be at least 2 inches wide when produced at 300 pixels per inch
 - Logo should be submitted as a .TIF or .EPS file formats

If a sponsor does not meet the published deadlines, we cannot guarantee promotion of sponsorship.