

What is the Role of a Society of Petroleum Engineers Liaison?

During Forum Planning and Implementation

- A member of the Forum Series Implementation Committee.
- Assigned to act as the Forum Liaison of a particular forum. The Forum Series Implementation Committee (FSIC) monitors individual Forums through these assigned Liaisons.
- Provides advice and guidance on the process of developing a Forum, the guidelines, and best practices gained from his/her experience attending and developing past Forums.
- Coaches Forum Chairpersons on how to develop and implement the Forum Steering Committee and the Forum itself.
- Meets with the SPE Forum Chairpersons prior to the first Forum Committee Meeting, and coaches them on the rules and expectations associated with the Forum.
- If there are indications that a Forum Chairperson is leading the Forum away from the guidelines either the Forum Liaison and / or the SPE Staff are expected to identify the problem and coach the Chairperson. If coaching fails the matter should be raised with FSIC.
- Acts as coach and mentor to the Steering Committee, and when required, enforce Forum Series guidelines.
- Represents the FSIC during any slight modification to the abstract and title during the first Steering Committee meeting. The re-approval of the abstract and title would be by the FSIC Liaison.

At the Forum

- Attends the Forum itself.
- Curtails extensive note taking.
- Controls commercialism.
- Upholds the integrity of the forum by maintaining the Forum Guidelines.

After the Forum and Across the Year

- Submits recommendations on how to improve the Forum Series to the Forum Series Coordinating Committee (FSCC).
- Acts on behalf of the Forum Series Implementation Committee (FSIC) as needed.
- Submits a forum report on the Forum. This report is reviewed by the Forum Series Implementation Committee (FSIC) and the Forum Series Coordinating Committee (FSCC).

Enjoy your role in the forum!

