



## 2018 RULES AND REGULATIONS AND MANUAL FOR CONDUCTING SPE STUDENT PAPER CONTESTS

The rules and information in this document is to aid the management and organization of regional Student Paper Contests as part of the SPE International program. Please note that other similar paper contests outside this program are not represented by these rules and regulations. Local paper contests can be run by SPE Sections and Chapters however this does not influence application or qualification of participants for this program. The official SPE International Paper Contests can be found listed on the [SPC Webpage](#).

SPE student chapters/sections may be invited by SPE to host a regional contest. Many of the contests accompany a major regional or SPE International conference. Currently, fourteen regions are recognized by the Society for Regional Student Paper Contests taking place in 2018:

SPE Board Region	SPC Region
Africa	Africa
Canada	Canada
Eastern North America	Eastern North America
Gulf Coast North America	Gulf Coast North America
Mid-Continent North America	Mid-Continent North America
Middle East	Middle East
North Sea	Europe
Northern Asia Pacific	Asia Pacific
Rocky Mountain North America	Rocky Mountain North America
Russia and Caspian	Russia and Caspian
South America and Caribbean	South America and Caribbean
South Asia and the Pacific	Asia Pacific / South Asia*
South Central and East Europe	Europe
Southwestern North America	Southwestern North America
Western North America	Western North America

*\* South Asia SPC includes India, Bhutan, Nepal, Sri Lanka and Bangladesh. All other South Asia and the Pacific Countries including Australia, Indonesia, Papua New Guinea, New Zealand, and South Pacific Islands participate in the Asia Pacific Contest.*

In the event that a contest or a division is not held in their assigned region, a student may request to participate an alternate region. Any applications to participate in alternate regional contest must be made to [spc@spe.org](mailto:spc@spe.org). This must be approved by the Regional Directors representing the SPC Region and they reserve the right to decline any such requests. Having missed the deadline or being unable to attend the contest in your allocated region will not be considered a sufficient reason to move

The SPE Young Member Engagement Committee is the ruling body on changes to the Student Paper Contest program.

## 1.0 Contest Structure

A regional contest is normally conducted in three divisions: Undergraduate, Master's (also referred to as Postgraduate) and PhD.

- 1.1 Each contest division must have at least three contestants
- 1.2 If there are entries from three or more students for a division, that division must be held as part of the Regional contest.

## 1.3 Combined Divisions

If a postgraduate division (Masters or PhD) does not have the minimum of entries of at least three students, a combined division contest can be held with a Master's and PhD combined division. If there are not enough applicants in Masters or PhD to warrant a combined division these should not be combined with Undergraduate division.

If a post graduate combined division is not possible due to low participation, the students may be allowed to present at an alternative region to participate if the Regional Directors at region agrees.

In the event of a Combined Masters/PhD division it should be made clear to the judges which contestants are of what level within a merged category. This ensures that they judge each student accordingly to their level of ability.

**TIP:** Please see rule 7.2 for entry requirement changes for applicants per university during combined divisions.

## 2.0 Entrance Requirements

- 2.1 Contestants must be SPE members in good standing at the time of application and still be in good standing at the date of the contest.
- 2.2 If the student has already graduated, it must have been less than 12 months before the Regional Contest. Thus, a student graduating in March 2017 must compete by March 2018. The student should only present work carried out at the educational level that corresponds with the division in which they are competing, regardless of whether they have gone on to a higher level of education. For example: a student who has earned a degree as an undergraduate less than twelve months ago, and has proceeded into a Master's degree, can still compete in the undergraduate division but must only present work carried as an undergraduate. If a student wins within his/her division at a Regional Contest, he/she will compete at the International Contest within that same division and present work on the same topic which was presented at the Regional Contest.
- 2.3 Students are not required to be a member of a student chapter in order to participate in the contest.
- 2.4 Students must be eligible to compete in their regional contest in accordance with the USA and EU Sanction laws which SPE operates by: <http://www.spe.org/about/laws.php>
- 2.5 Final rulings on questionable eligibility will be made by SPE. Direct enquiries to [spc@spe.org](mailto:spc@spe.org)
- 2.6 Only one entry per student to each contest per term year (between ATCE's). Multiple abstracts or entries to the same contest will not be accepted.
- 2.7 A student may participate more than once in the student paper contest, and in the same category, so long as they still meet all other eligibility requirements and

do so with new and previously un-presented papers as per Rules of Form and Content of Presentation/Paper (article 4.0 to 4.9).

- 2.8 Students must participate in their allocated region unless no contest is to be hosted in their own region during that SPC cycle. In the event of no contest being hosted the alternate region may be selected which will be clarified by SPE Staff. Missing deadlines or conflicting schedules will not be considered to avoid universities having an unfair representation at a contest.

***Please see item 7.0 Selection of Contestants for related information.***

### **3.0 Entrance and Participation Procedures**

- 3.1 Each participant must adhere to the procedures and deadlines established by the contest host and that of this document.
- 3.2 Some regions may require abstracts, while others may require complete papers and/or additional forms. Please be aware first place regional winners will be required to submit a full paper to compete in the SPE International Student Paper Contest.
- 3.3 Students must provide all that is requested from them by the Host Chapter/ Section or SPE Staff – this includes abstracts, forms, applications etc. – by the deadline provided. Failure to provide a form or paper that is asked of them by the deadline provided may result in a forfeit of their place in the contest.
- 3.4 **Presentation policy for the International Student Paper Contest at ATCE:** Contestants must present their paper in person and presentation by other communication channels including but not exclusive to telephone and video link will not be permitted. If a student is unable to attend ATCE in person, the next highest ranking contestant in the division able to compete in the International Contest can be submitted as the region's representative. This should be done with sufficient notice to the student and SPE and will be accepted at the discretion of SPE.

### **4.0 Rules on Form and Content of Presentation/Paper**

- 4.1 Only single-author presentation/papers are eligible, jointly written or co-authored papers are not permitted. The definition of single-author is a student that has written the presentation/paper independently even though other researchers or contributors may have been involved in the project or subject matter. Researchers and contributors, such as supervisors or tutors who assisted the project, must be acknowledged within the paper and presentation but not as an author.
- 4.2 A presentation/paper should present, as completely as possible, the original work of the author in planning the investigation, performing the work, interpreting the results, and preparing the presentation/paper. Submitting or presenting others work as your own will result in removal from the contest.
- 4.3 The subject of a presentation/paper must be related to petroleum engineering, which is defined as the application of basic and engineering sciences to the finding, development, and recovery of oil, gas, and other resources from wells.
- 4.4 A presentation/paper based on course work, including theses and dissertations, is eligible.

- 4.5 An abstract of the presentation/paper is required even when a formal written paper is not required. If successful at the Regional contest your full paper will be required in time for the International Contest.
- 4.6 At time of submission, the presentation/paper must not have been accepted for publication in an SPE peer-reviewed journal or presented at previous official SPE Regional Student Presentation/Presentation. (Papers presented at Student Presentation/Paper Contests sponsored by universities, SPE sections, or other organizations are allowed.)
- 4.7 The presentation/paper must be presented in the English language, the official language of SPE. All contestants that progress to the International Student Paper Contest must present in English.
- 4.8 When written papers are required, they must be submitted in a typed form in English. The paper must consist of a minimum of 1,000 words of text, plus as many diagrams and supporting illustrations as necessary to clarify the subject matter. The paper must not exceed 7,000 words equivalent of text and diagrams, with each diagram considered to be the equivalent of 250 words.
- 4.9 The presentation may not exceed 20 minutes, less presentation time may be allotted to Regional contests, to a minimum of 10 minutes for the presentation, depending on the number of contestants per category. The time allowed for questions will be at the discretion of the moderator, questions will only be invited from the judging panel, not from the audience.

**Tip:** It should be made clear to the students who have been selected to compete that they will have between 10-20 minutes for their presentation and that the exact time they will have will be confirmed to them nearer to the contest date once final numbers and the schedule have been determined.

## **5.0 Financial Assistance for participants**

Student Chapters should be encouraged to approach their sponsoring Section and/or local companies to apply for financial assistance for the costs of travelling to the Regional Qualifier contests. SPE International cannot provide any funding for regional contest travel.

## **6.0 Selection of Judges and Moderators**

The host group / SPE Staff is responsible for:

- Selecting a “review panel” to review abstracts where a contest is open-applications (not applicable where Chapters submit representative candidates)
- Selecting judges to review abstracts and oral presentations on the day of the contest
- Providing a non-voting moderator for the presentations
- Ensuring all judges and moderators are up to date with contest procedures and rule updates.

The following guidelines apply to the selection of judges for the contest:

- A minimum of three and a maximum of six judges should participate for each division of the contest. It is recommended to recruit more than the minimum number of judges to account for potential drop outs.
- Preferably an odd number of judges should participate in case of a tie break situation.
- It is recommended to have only one judge per university where possible to address any (perceived) conflicts of interests.

- Judges in the undergraduate division must hold at least an undergraduate degree in engineering or applied science. Judges in the master's division must hold at least a master's degree. Judges in the PhD division must hold a PhD degree.
- A balance among representatives from different technical disciplines including research, production, management, and education should be considered in selecting the judges.
- Each judge must be a member of SPE.

## 7.0 Selection of Contestants

- 7.1 No more than two contestants can be from each student chapter or university for each division of the contest.
- 7.2 In the event of combined divisions, two contestants may be from the same chapter/university for each degree category. For example: In a combined Master's/PhD Division, two contestants from a student chapter/ university may present Undergraduate papers and two from the chapter/university may present Master's papers.
- 7.3 In contests of open applications, students of that region shall receive notification of the call for abstracts and the deadline by which they must submit their abstracts, and any other necessary forms, and who to submit them to. The review panel then must choose from the abstracts which contestants will proceed to the regional contest to compete. Abstracts should be submitted to the review panel anonymously to protect members of the review panel from potential conflicts of interest. In contests of open applications, the review panel shall confer via phone or email to select the finalists to present at the contest, as well as the alternates should a finalist be unable to present.

*In larger regions, student chapters may decide to introduce an internal pre-selection process in order to adhere to rule 7.1, as outlined below:*

- 7.4 In contests of Chapter-submitted contestants, Chapters of that region shall receive notification of the call for abstracts and the deadline by which they must submit their two candidates, their abstracts, and any other necessary forms, and who to submit them to. Chapters may then host their own paper contests or applications to select their two candidates for the regional contest.

## 8.0 Judging of Presentations and Selection of Winners

Judges must use the official SPE Student Paper Contest judge score form (found at <http://www.spe.org/students/contest.php>) in evaluating contestants' presentations and must adhere to the following voting procedures:

- Following each presentation, judges must score each speaker on the **Official Judges' Score Form**, retaining copies of all sheets until the session is completed. Based on the scores the judge will rank each presentations in order of preference.
- Each judges' rankings are recorded on the **Official Moderator's Score Card** by the moderator at the end of the contest.
- Depending on how many presentations are given, the Moderator will allocate points based on the ranking they gave, for example if 6 students present, the top ranked student will receive 6 points the lowest ranked will receive 1.
- The Moderator will check the results with SPE Staff or the judges (if no staff are available) to confirm the winner.

- There is no provision for tie votes; ties must be resolved by the judges.
- Winners are to be named as follows:
  - If there are six or more contestants in the division, first-, second-, and third-place winners shall be named.
  - If there are four or five contestants in the division, only first- and second-place winners shall be named.
  - If there are only three contestants in the division, only a first-place winner shall be named.
- Judges feedback should be provided to students where possible to assist them with the continuous development of their presentation skills. It is up to the discretion of the judges and the moderator to decide in what format this feedback is provided.

The first place winners of each division from each SPE Regional Student Paper Contest will automatically qualify for the International Student Presentation/Paper Contest to be held in conjunction with the Annual Technical Conference and Exhibition. As a condition of their participation, the contestants are required to submit full written papers that are included in the conference proceedings (if received by the production deadline which will be approximately 12 weeks before the conference date). The contestants shall follow the submission format and schedule of the conference as provided to them by SPE's Young Member Programs team ([spc@spe.org](mailto:spc@spe.org)).

## 9.0 Awards and Funding

- 9.1** Funding for regional paper contests will not be provided for by SPE International, Sections and Chapters are encouraged to source sponsorship to cover costs of running the program.
- 9.2** Prizes: SPE International awards funding towards winners travel to ATCE to present their papers, Judges may determine honourable mention awards and honorariums, if any, for papers not achieving finalist status, but worthy of recognition.
- 9.3** Presentation of Awards: SPE will provide certificates to each participant in the International Student Paper Contest. SPE can provide a template for regional certificates. Awards and certificates should be presented by an SPE Officer or Director, a member of the SPE Young Member Engagement Committee, or a representative of the host group.
- 9.4** Prize amounts: If the host group decides at their discretion to award cash prizes to the top ranked contestants. SPE recommends that prize amounts are allocated as follows:
- In case of three ranked positions in a division:
    - First place should receive 50% of prize money
    - Second place 30% of prize money; and
    - Third place 20% of prize money
  - In case of two ranked positions in a division:
    - First place should receive 60% of prize money;
    - Second place 40% of prize money.
  - In case of one ranked position in a division:
    - the first place should receive all of the prize money

## 10.0 Responsibilities of Host Group

Where relevant, SPE will notify the SPE Section or Student Chapter of its opportunity to host the Regional Student Paper Contest. The host group assumes responsibility for the conduct of the contest and for adhering to the rules laid out in this document. The first task is to determine the date, time, and site of the oral presentations.

The contest should be conducted in connection with an SPE technical conference or regional meeting whenever possible. In such cases, SPE suggests that:

- The oral presentations be held within the same week and preferably integrated into the conference program rather than appended onto the beginning or end of the conference.
- The decision on the date, time, and site of the presentations should be discussed with the chairperson of the Conference Program Committee.
- The host group may add an amount to the conference fee to cover contest costs.
- Consideration should be given to providing all contestants and judges with complimentary tickets to award/presentation functions.
- The host group for the conference has the option to arrange for assistance with travel and accommodation expenses for contestants if appropriate.
- Contestants should be afforded the status and privileges of other authors presenting technical papers at the conference, including complimentary registration at the conference/exhibition.
- The host group should maintain the professional standards of SPE International events and the SPE Code of Conduct.

For any queries or concerns with the rules and procedures features in this document please email [spc@spe.org](mailto:spc@spe.org) for more information.