

# Author Kit

## Contact Information

### Questions?

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### Presenter Checklist

- [Primary Presenter Checklist](#)
- [Knowledge Sharing ePoster/Alternate Presenter Checklist](#)

### Forms and Deadlines

Forms/Task	Due Date	Remarks
Authors to acknowledge their acceptance to present at the conference	30 June 2025	How to Confirm the Participation 1. Go to your Author Notification Email 2. Click the Customized Submission Link 3. Then, click "Acknowledge" button to CONFIRM your agreement to present and to obtain further information on the manuscript submission requirements. A separate email

Forms/Task	Due Date	Remarks
		will be sent with further instructions and a customized link to the portal where you will be asked to upload your prepared documents.
Submit the draft manuscript to the session chairs <a href="#">Manuscript Template</a> (word)	05 August 2025	Authors to email the DRAFT manuscript for session co-chairs to review and provide feedback. Copy the Technical Conference Programme Coordinator.
Session co-chairs to share their feedback/comments with the authors on the Draft Manuscript	18 August 2025	Provide feedback on the draft manuscript to enable the authors to complete the final submission. Copy the Technical Conference Programme Coordinator
FINAL Submission Deadline (NOT EXTENDABLE) <ul style="list-style-type: none"> <li><a href="#">Manuscript Template</a> (word)</li> <li><a href="#">Transfer of Copyright Form/Policy</a> (pdf)</li> <li><a href="#">Paper Information Form (PIF)</a> (pdf)</li> </ul>	28 August 2025	Upload via personalised submission link (Refer to Author Notification email). Any final submissions received after the FINAL submission deadline will be charged a fee of USD 100.
Authors to submit Draft PPT Presentation PowerPoint Presentation (ppt)	19 September 2025	Authors to email the draft PPT presentation (File Name: PAPER NUMBER_DRAFT) for session co-chairs to review and provide feedback. Copy the Technical Conference Programme Coordinator.
Session Chairs to share feedback/comments with the Author on the Draft PPT Presentation	29 September 2025	Provide feedback on the draft PPT presentation to enable the authors to complete the final submission. Copy the Technical Conference Programme Coordinator
FINAL Submission Deadline (NOT EXTENDABLE) <a href="#">PowerPoint Presentation</a> (ppt)	03 October 2025	Authors to submit the Final PPT Presentation (File Name: PAPER NUMBER_FINAL) to the Technical Conference Programme Coordinator.

**Check-in Times: It is mandatory for all Primary, ePosters Presenters, and Session Co-Chairs to check in 4 hours before the session begins. Author Check-In Room Capital Suite 6 (ADNEC).**

Sunday, 02 November 2025: 1400-1700 hours  
Monday, 03 November 2025: 0700-1700 hours  
Tuesday, 04 November 2025: 0700-1700 hours  
Wednesday, 05 November 2025: 0700-1700 hours  
Thursday, 06 November 2025: 0730-1630 hours

**IMPORTANT:** It is mandatory to submit your draft manuscript to the respective Session Co-Chairs 3 weeks prior (05 August 2025) to the final submission for their review and feedback.

## **Author Resources**

[Preparing Your SPE Manuscript](#)

[SPE Style Guide \(PDF\)](#)

[Preparing a Technical Session Presentation](#)

[Tips for Presenting in English \(for non-native speakers\)](#)

[Conference Paper Policies](#)

[Authors of Modeling/Simulation Papers: Supplemental Data Request](#)

[Instructions for Authors About Inclusion of Forward-Looking Statements](#)

[Peer Review: Get Published In Our Journal](#)

## **Manuscript Information**

Please ensure you allow enough time for your manuscript to be approved by senior management/stakeholders.

Your session chairpersons will be reviewing a DRAFT of your manuscript. This is to improve the quality of the technical programme and avoid any commercialism. The deadline for submitting your DRAFT Manuscript to your session co-chairperson is **Tuesday, 05 August 2025**.

DO NOT UPLOAD YOUR DRAFT INTO THE ONLINE SYSTEM. Send directly to your session chairpersons. They will review and if applicable, advise you of any revisions to make before submitting your FINAL manuscript and forms online on or before the Manuscript deadline of **Thursday, 28 August 2025**.

## **Plagiarism Policy**

In an effort to further improve SPE's technical quality standards, all submitted conference papers will be checked for plagiarism.

We expect all authors to credit all sources used in their writings and not to represent work of others as their own. Authors found to have plagiarized the work of another are subject to having their paper removed from the conference programme and from OnePetro. Future submissions from authors found to have plagiarized will be scrutinized carefully. In the case of students found to be plagiarizing the work of others, SPE may inform the student's university.

## **Commercialism Policy**

In order to maintain the integrity, high quality, and unbiased information in all forms of written and oral presentations at the SPE Conferences, overt commercialism is prohibited outside of the commercial exhibit areas.

Items deemed to be commercial in nature will not be allowed or disseminated. This includes, but is not limited to, Conference Proceedings, presentations, OnePetro, and promotional material.

Use of the following will be carefully scrutinized during evaluation and presentation, and could result in withdrawal from the program:

- Generic descriptions should replace commercial trade names or trademarked materials
- Company logos allowed on title and closing slide only
- Text which is overtly commercial in tone or intent within paper titles, presentation slides, text, tables, figures, animation, audio, and video is prohibited

Repeated violations of this policy may result in the speaker and/or moderator being barred from participating in future SPE Conferences.

## **Technical Presentation Preparation Information**

If your paper is selected to be delivered as a Technical Presentation, you will have 20 minutes for your presentation and any Q&A (15 minutes presentation time and 5 minutes Q&A). Per the guidelines provided, please be sure to include the following information in the footer on each slide:

- Paper number
- Paper title
- Presenter's name
- Slide number (ex: Slide 1 of 10)
- Only the first and last slide should contain your company name/logo

You must submit your PowerPoint presentation to your session chairperson for review prior to the conference. Please follow the submission deadline in the table above.

Final copies must be submitted to SPE Staff by the stated due date above so they can be preloaded in the technical session rooms. Please bring the final version of the presentation with you to the conference on a USB drive, as a backup copy.

When you arrive at the venue, please report to the “Author Room” to confirm your participation at your scheduled time.

Please be sure to be at the technical session 15 minutes before the start of your technical session. This gives you time to check your presentation and meet with your session chair.

## **ePoster Preparation Information**

You will have 15 minutes for your presentation and any Q&A (10 minutes presentation time and 5 minutes Q&A). Per the guidelines provided, please be sure to include the following information in the header or footer on each slide:

- Paper number
- Paper title
- Presenter's name
- Slide number (ex: Slide 1 of 10)
- Only the first and last slide should contain your company name/logo

You will need to submit your PowerPoint presentation to your session chairperson for review prior to the conference.

ePosters will be allocated specific presentation timings during the coffee breaks. Presenters will be required to stand-by their eposters to present during the specified timings. The ePoster presentation schedule will be finalised after the manuscript submission deadline and will be sent to all ePoster presenters.

Final copies need to be submitted to SPE by the stated due date so they can be preloaded on the presentation stations. Please bring the final version of the presentation with you to the conference on a USB drive, as a backup copy.

When you arrive at the venue, please report to Speaker Check-In to confirm your participation at your scheduled time. We ask that you be prepared to fill in during a technical session should there be a no-show or late withdraw.

You will need to be at the ePoster station 15 minutes before the ePoster session starts. This gives you time to check your presentation and meet your session chairperson.