

## **Exploration Manager's Luncheon Proposal**

### **1 Aim**

The lunch aims to provide a networking environment for Exploration Directors/Managers/VP's responsible for Europe and international E and A activities managed from UK/Europe.

### **2 Frequency**

It is envisaged that the lunch will be held 4 times a year on dates to be determined by the hosting company. The first lunch was hosted by the Petroleum Group Committee of the Geological Society at Burlington House. Participating oil companies will then be expected to host a future lunch. Companies will be expected to host the event using an alphabetical basis system if there are no volunteer companies wishing to host. As BG hosted the first industry sponsored lunch, the alphabetic list will follow from BG as and when it is necessary to request a company to host because there is no volunteer company. Any company wishing to host should contact the GSL Conference Office to make this request. Lunch events could be held at Burlington House, the host company's offices or a chosen restaurant/hotel, at the host company's election.

### **3 Programme**

The hosting company will give a short welcome speech or presentation where applicable e.g. to promote activities or make an announcement.

### **4 Costs**

The company hosting the lunch will be expected to pay all costs including catering and venue hire. If a company wishes to use the Geological Society's facilities (subject to availability), then venue hire and catering would be offered at a discounted rate.

### **5 Coordination**

The Geological Society Conference Office will maintain the list of participating companies, the delegate database and a record of which companies have hosted. Requests for participation from new companies would be expected to be directed to the Conference Office who will determine that the eligibility criteria are met and then add that company to the list of participating companies. New participants may be asked to host lunch soon after joining the group. The Conference Office will additionally manage the alphabetical rota of hosts and at the outset of each year, fix the lunch dates with those companies due to host in that year and publicise these to all participating companies.

### **6 Staffing**

It will be the responsibility of the host company to liaise with the chosen venue with regard to logistics. The host company or Conference Office will invite delegates and deal with RSVP's and any queries which may arise.

## **7 Participation requirements and attendance**

Participation is conditional upon acceptance that the participating company will sponsor the event in due course – either on an occasion of their choice or when asked to do so by the lunch administration. It is expected that sponsorship of lunch will be highly infrequent given that more than 100 companies are registered participants and only 4 lunches take place each year.

It is expected that each company would ordinarily send a single delegate to the lunch unless that company is hosting the event. The attendance of more than one delegate from a participating company would be a matter for approval of the hosting company on that occasion.