



GUIDELINES FOR CONVENORS FOR CONFERENCES

The objective of these guidelines is to provide an initial framework for convenors to manage Petroleum Group badged conferences at the Geological Society. These guidelines are intended to be flexible and the convenors are encouraged to seek advice from the Conference Office and discuss any issues with other member of the Petroleum Group Committee at meetings.

Working backwards from the proposed date of the meeting these are the guidelines of which objectives should be met by what dates:

1. Post Meeting – Convenors to provide a short (2/3 paragraph) write up of the meeting to The GSL Conference Office or the Communications Officer of the Committee for inclusion on the website and in the PG E-Newsletter. The conference office contact will be able to assist with any financial or attendance figures that may be required
2. Date of Meeting
3. 1 month prior - Final complete set of abstracts should be sent to the Conference Office to allow time for compilation and printing of abstract booklet. The Conference Office will format the booklet and expect prompt review by the convenors.
4. 3 months prior – Final programme sent to conference office to allow time for final round of promotion. (see conference promotion).
5. 3 months prior – Convenors to check status of sponsorship payments. All sponsorship must be paid prior to the conference. It is the responsibility of the lead convenor to ensure all sponsorship is paid, and chase any outstanding payments.
6. 4 months prior – Registration process implemented.
7. 6 months prior – Provisional programme/details of keynotes, other speakers and sponsors to conference office for interim promotion. If a provisional programme is not submitted, then the Petroleum Group Committee have the right to decide whether the meeting should be postponed or cancelled.
8. 6/8 months prior – Review of abstracts by convenors in order to get together programme started. Speakers contacted to confirm their participation.
9. 8 months prior – Deadline for submission of papers/abstracts.
10. 8 months prior – Prepare initial budget and outline of sponsorship required. The convenors will agree sponsorship commitments with sponsors. Convenors are encouraged to leverage their professional network in seeking sponsorship. Conference Office will issue invoices to the sponsors for payment.

11. 12 months prior – Call for papers promoted.

12. 14 months prior – Event proposal approved by the Petroleum Group Committee.

Convenors Responsibilities:-

- Decide on social programme requirements
 - i. Conference Dinners can be held at the The Cavendish Hotel, St. James' and can cater for up to 70
 - ii. Evening drinks receptions will be held in the Lower Library
 - iii. Tea and Coffee Breaks will be held in the Lower Library
- Compile 'Call for Papers' text and choose image for poster
- Identifying and contacting potential sponsors and passing contact details onto the Conference Office for invoicing
- Confirm keynote speakers
- Submit provisional programme
- Provide Conference Office with speaker contact details, so speaker packs can be sent
- Submit final programme
- Submit abstracts
- Chase any outstanding sponsorship payments

Conference Office Responsibilities:-

- Compiling meeting budget (based on input from Convenors)
- Contacting sponsors to issue invoices
- Promotion/Advertising
- Compile and produce the conference programme booklet
- Provide the conference programme to the Petroleum Group App
- Registration
- Catering/AV requirements
- Dealing with delegates on the day of the conference

General convenor notes

- There must be a Petroleum Group Committee member acting as a convenor (whether lead, co or sleeping convenor) on all Petroleum Group meetings and co-badged meetings.
- When working in collaboration with other societies or organisations, then terms of agreement need to be drafted at the initial planning stage of the conference. Of particular importance is the destination of any surplus funds generated
- Expenses for convenors who work within industry should be put through the individual convenor's company. Unemployed/retired convenors can put a request in to the Petroleum Group Committee for assistance with expenses. If these expenses are approved, then they must be included in the conference budget.
- Expenses for speakers and poster exhibitors are expected to be borne by the speakers and exhibitors themselves. Exceptions may be made for keynote speakers who are not able to source funding from their companies or institutions.
- Requests for visa invitations or letters should only be issued if accompanied by an appropriate due diligence investigation of the speaker or exhibitor. Further advice should be sought from the Petroleum Group Committee.