Vice President – Technology **By-laws, Article I, section 6**	The Vice President-Technology shall be responsible for the technical programs of the Corporation and shall chair the Technology Committee. The Vice President-Technology shall preside in the absence of the President and President-Elect.
Term of Service	The elected Vice President-Technology is an officer of the Corporation and serves a 1-year term from one Annual Symposium to the next Annual Symposium.
Responsibilities	1. Participate in all scheduled board meetings. 2. Chair the technology committee. 3. Arrange the technical program for the annual SPWLA Symposium. 4. Keep the SPWLA business office updated on all deadlines and logistics.
1. Specific Duties with Respect to **Participating in Board Meetings**	a) Preside at meetings in the absence of the President and President-Elect. b) Prepare a written activity report in advance of all board meetings. c) Plan to attend first board meeting held at the venue after the symposium.
2. Specific Duties with Respect to **Chairing the Technology Committee**	*Within a Month of Term Initiation:* a) Obtain copies of records from previous Vice President - Technology. b) Select replacements for Technology Committee (TC) members whose terms are expiring i. Maintain a broad spectrum of technical backgrounds, company affiliations, and affiliation type (operating, service, and academia). ii. Consider at least two (2) committee members that represent the host local chapter. c) Select committee members who have served for less than three (3) years and will continue serving using feedback from the outgoing Vice President-Technology including performance, technical contribution, and timely response to committee activities. d) Aim for a total committee size of twenty-four (24) to thirty (30) members including the Vice President-Technology. e) Send the invitations to join or continue serving at the technology committee. f) Distribute guidelines to committee members. g) Prepare timetable of technology committee activities and deadlines. h) Request committee members to indicate their expertise on potential topics for symposium to assess what abstract categories will be assigned for reviewing and scoring. i) Ensure that TC members are up-to-date with their SPWLA membership fees. *During the term:* a) Update technology committee members on deadlines. b) Chair all meetings of the Technology Committee. *At the end of the term:*

	a) Convene a meeting and initial handover with the incoming Vice President – Technology (this is best accomplished at the annual symposium venue). b) Make recommendations to the incoming Vice President - Technology on committee member performance for continuation of term. i. Continued participation of committee members in subsequent term years is at the discretion of the incoming Vice President - Technology.
3. Specific Duties with Respect to **Arranging the technical program for the annual SPWLA Symposium**	*Abstracts:* a) Prepare "Call for Abstracts" to be sent to all members in July. Include deadlines for abstract, draft/final manuscript, and draft presentation. Deadline extensions are at the discretion of the Vice President – Technology (it is not uncommon to grant 1-2 weeks). b) Ensure that the "Call for Abstracts" is published in the July-August issue of Petrophysics, the SPWLA Today Newsletter, and in the website. c) Make arrangements with the Vice President – Information and the SPWLA office for abstract submission (Refer to "Guidelines for Abstracts") by authors and distribution to committee members. d) Assign abstract categories to committee members based on their expertise and to ensure robust statistical results. e) Process ranking score results from committee members following "Guidelines for Abstract Symposium Selection". f) Arrange a meeting with the technology committee members for selection of annual symposium papers. Aim to hold the meeting no earlier than 5-6 weeks after the posted abstract deadline and no later than the calendar year end. g) Plan for sessions with five (5) papers each. Some exceptions include session of 6 papers during the first day and sessions of 4 papers to allow time for breaks and posters viewing. The number of oral presentations may vary from year to year, but 50-54 is a reasonable number for a single session Symposium. The number of poster (or e-Posters) will depend on format availability (e-poster kiosk or poster board) and the number is at the discretion of the Vice President – Technology and technology committee. h) Aim to select 90-100 papers including oral and posters, but also include the next ranked 15% to 25% abstracts as additional papers to account for the number of withdrawals that may take place. All selected abstracts must be part of the program. i) Prepare letters of acceptance (with designation for oral and posters) and rejection, so that these can be sent to the authors immediately after a decision has been reached by the technology committee. Inform accepted and alternate authors about the "SPWLA No-Show Policy". *Workshops:* a) Solicit workshop proposals from technology committee members. A proposal must include topic, description, tentative outline, and potential instructors. Workshop proposals outside the committee are also taken into consideration. b) Request technology committee to rank workshops if too many proposals have been received. A total offering of five workshops is customary in past symposia. c) Assign committee members as liaisons if workshops are led by members outside the committee. d) Arrange workshop logistics (room size, reference material printing, etc.) with symposium organizing committee.

	e) Inform workshop instructors about the "SPWLA Policy for Workshop Instructors". *Field Trips:* a) Solicit field trip proposal(s) from host chapter. One or more field trips are usually offered at the symposium. The host chapter is responsible for field trip logistics. *Student Paper/Poster Session (Optional):* a) Inquire from host chapter if a student poster session will be held at the symposium. b) VP Education usually acts as liaison for this contest with the local organizing committee c) Inform host chapter of the following guidelines: i. Host chapter is responsible to arrange the logistics (room, board/screen, judges, and sponsorship for prizes). ii. Students participating at the main technical program are not allowed to participate at the student paper competition. *Technical Program (Prior to Symposium):* a) Prepare instructions to authors for ORAL and POSTER, papers. i. All accepted abstracts as ORAL and POSTER must submit a paper manuscript and will be published in the transactions. Authors from any of the above categories will not be allowed to deliver a presentation at the symposium if the author(s) has failed to submit a manuscript. ii. ORAL presentations are limited to 20 minutes (15-min talk plus 5-min questions and answers). iii. POSTER presentations are planned based on format availability (board or screen). iv. The ORAL and POSTER papers selected for the main technical program will be judged by the Technology Committee and a "Best Paper Presentation" and a "Best Poster Presentation" award will be presented at the following Symposium. v. POSTER papers are eligible to be promoted to oral auditorium presentation in case of a withdrawal. The paper will be removed from the POSTER lineup vi. b) Organize Symposium technical program and appoint Symposium Session Chairs from the technology committee. In case there are not enough TC members attending, select seasoned session chairs from past Symposium attending the conference. Avoid using same chairperson more than once. c) Send accepted abstracts to the SPWLA Newsletter for March publication. d) Organize a tentative program (not a tentative schedule) to be shared with the symposium chairman for pre-publicity. Preparation of a tentative schedule is fruitless, since withdrawn papers will make major schedule adjustments necessary. In the past, published tentative schedules have caused confusion. e) Organize sessions by topic, which means not all the top scored abstracts will have oral presentations. A top ranked abstract can also be an excellent poster, e.g., 10 NMR papers made it to the top-20. It is the job of the VP

	Technology to organize an NMR session and spread the remaining paper in the poster program or any other appropriate session. f) Review manuscript and presentation drafts assisted by technology committee members (especially session chairs) and provide feedback to authors on formatting and commercialism. g) Plan logistics for speaker and session chair recognition token. h) Send a final letter to the authors (of oral and poster presentations) and session chairs detailing exactly the time allotted to individual papers. i) Work with the Symposium Chairman to arrange for the speaker's breakfast. *At the Symposium venue:* a) It is recommended holding a meeting at the venue location with technology committee members for last-minute instructions prior to the beginning of symposium. b) Assign committee members as judges for "Best Paper Presentation" and "Best Poster Presentation" awards. This is best done a few weeks in advanced, so judges have a chance to read the paper. c) Introduce the technical program at the opening session (plan for a 20-min talk). d) Meet with incoming Vice President – Technology to start hand over. *Following the Symposium:* a) Collect scores for "Best Oral Presentation" and "Best Poster Presentation" award from technology committee members. b) Select the awardees using the "Guidelines for Selecting Symposium Best Oral Presentation and Best Poster Presentation Awards". c) Send a list of the awardees and top oral presentations and the top posters presentations from the Symposium to the incoming Vice President - Publications for consideration for publication in Petrophysics. d) Send a list of the awardees and top oral presentations and the top posters presentations from the Symposium to the incoming Vice President - Education for the Distinguished Speaker Lecturer List. e) Turn files over to the incoming Vice President – Technology.
4. Specific Duties with Respect to **Keeping the SPWLA Business Office Updated on all Deadlines and Logistics**	a) Upon committee members' acceptance, send a list to the President of the members rotating out, continuing another term, and new as an informational courtesy note. b) Provide the list of committee members with contact information to the Business Office. c) Consult with the office on deadlines to ensure ample time for delivering final transactions. d) Plan with the Vice President – Information and the office on logistics for abstract, final paper manuscript, and presentation file submission and distribution. e) Provide the office the "Call for Abstracts" to be distributed among the members and to be published in Petrophysics in July-August issue. f) Keep the office informed about logistics/interactions with technical committee members and authors. g) Send the accepted paper titles and abstracts to Petrophysics for publication in the March-April issue. Send this information to the Executive Director, the Symposium General Chairman, and the Vice President-Publications.

Note About Conflict of Interest	The VP Technology (VPT) controls the abstracts, papers, and presentations ranking system for the symposium. Therefore, he/she has a clear understanding on how the system works and have access to ranking numbers from each committee member. To avoid any conflict of interest, • The VP Technology shall not be able to write a paper as lead author for the symposium he/she is serving as VPT. • The VPT may collaborate with others to be co-author in no more than two papers during his/her tenure. • The VPT shall not deliver a presentation or poster when he/she is a co-author
Technology Committee Members	The technology committee members shall be responsible for assisting the Vice President – Technology in the planning of the technical program of the Corporation to be presented at the annual symposium.
Term of Service (*)	1. One (1) year for local (host chapter) representatives. 2. Three (3) years for invited committee members. (*) Invited committee members serve at the discretion of the elected Vice President – Technology and invitations for subsequent years of service are based on performance.
Responsibilities	1. Actively participate in all moderated discussions. Make sure to cast a vote when asked. Technology committee member's opinion is highly valued. 2. Promptly respond to any communication taking place during the technical committee discussions. 3. Rank submitted abstracts to the best of your knowledge and unbiased opinion following the "Guidelines for Symposium Abstract Selection". Total submissions commonly exceed 200 abstracts and individual committee members may be asked to review up to 50% of the total abstracts submitted to ensure representative statistical results. 4. Abstain from voting on abstracts a) on which you are an author; b) in which the company affiliation is the same as yours; c) if you cannot make an unbiased technical judgment on an abstract because of particular subjects, authors, or company affiliations. 5. Adhere to a strict confidentiality policy. Technology committee members are not allowed disclosure outside the technical committee on paper content, ranking results, or any internal discussion regarding the preparation of the technical program. 6. Review draft manuscript and draft presentation files to make sure they conform to the SPWLA format and avoid commercialism. 7. Co-chair the technical sessions at the annual symposium. 8. Attend the speakers' breakfast at the symposium to meet speakers and provide guidelines. 9. Rank the symposium oral and poster presentations following the "Guidelines for Symposium Best Paper Presentation and Best Poster Presentation Awards". Submit scores to the Vice President-Technology within 2 weeks after the symposium.

Guidelines for Abstracts	1. The call for abstracts should include relevant formation evaluation topics and those deemed topically important to the host region. As an example, below is a list of topics used for the 2014 Annual Symposium in Abu Dhabi: **Formation Evaluation of Conventional Reservoirs** *New technologies and case histories in shaly sands, carbonates, and low-resistivity pay.* **Formation Evaluation of Unconventional Reservoirs** *New technologies and case histories in organic-rich mudstones, tight gas/oil, and coal bed methane.* **New Borehole Logging Technology** *Resistivity, nuclear, sonic, magnetic resonance, pressure/sampling, mud logging, imaging tool design and advancements in acquisition, processing, and data interpretation.* **High Angle/Horizontal Well Evaluation and/or Advanced Mud Logging and Real-Time Decision Making** *Case histories, well placement, safety in over-pressured zones, drilling and completion optimization, wellbore stability and other well safety issues, and related new technology.* **Petrophysical Surveillance** *Production logging, cement integrity, EOR, formation evaluation, and new technologies.* **Carbonate Reservoirs Case Studies** 2. Abstracts should contain a minimum of 250 words and a maximum of 450 words. 3. Abstracts should include the following sections: a) Problem Statement b) Purpose/Scope of the Study c) Design and Methods d) Findings/Conclusions 4. Inquire if the abstract falls within any of these categories: a) New idea/New application/New technology b) Case Study c) Review 5. Inquire about the region to where the study applies: a) North America b) South America c) Europe d) Middle East e) Africa f) Asia Pacific g) Global 6. Inquire about the presentation format a) Prefer Oral but will accept Poster (make this the default) b) Oral Only c) Poster Only d) Prefer Poster but will accept Oral 7. Inquire if the paper has been submitted previously plus the usual follow up questions 8. Tag student paper submissions. Inform students they will not be allowed to participate at the student poster session (if any) if they are participating at the professional level at the symposium. 9. Inquire contact information for a primary and a secondary corresponding author. 10. Inquire contact information for a potential presenting author. The presenting author can be changed at a later as long as the replacement is a co-author of the paper and the VP Technology is timely informed about the change. 11. Include a provision that authors will agree to meet all deadlines and that extensions are not guaranteed.

Guidelines for Symposium Abstract Selection	These guidelines are intended to clarify the scoring process of the submitted abstracts that defines the technical program to be presented at the annual symposium. Abstracts are to be graded using the following scoring system: **1.** **Technical content (Is the topic of interest to the community and technically sound?)** a) Innovative or a pertinent "teaching" (authoritative review of state of the art and/or theory of measurement): **8** b) Extends previous work or is useful "teaching" paper: 4 c) Technically sound, but not innovative or is a "teaching paper" in which the author doesn't seem to be particularly authoritative: 2 d) Lacks technical content: -4 **2.** **Coherency (Does the author get the point across clearly?)** a) Written well (correct grammar, easy to read, well organised): **6** b) Understandable: 3 c) Struggle to understand: 1 d) Incomprehensible: -10 **3.** **Conclusions (Does the author "get somewhere"?)** a) Clear conclusions with supporting evidence: **8** b) Ongoing work with clear summary of work in progress: 4 c) Some conclusions, but with little supporting evidence: 2 d) No clear conclusions – hard to see the point of abstract: -4 **4.** **Commercialism** a) None (no mention of company name (except in author list), no trade names): **3** b) Some (2 or less mentions of a company or trade name): 1 c) Excessive (more than 2 mentions of a trade or company name): -4 **5.** **Content local to annual symposium location** a) Abstract is focused on content particular to the geographical area in which the annual conference will be held: **5** b) Abstract is not focused on content particular to the geographical area in which the annual conference will be held: 0 **6.** **Abstain from voting on abstracts** a) on which the reviewer is an author; b) in which the company affiliation is the same as that of the reviewer; c) if the reviewer cannot make an unbiased technical judgment on an abstract because of particular subjects, authors, or company affiliations. **7.** **Reject an abstract if it contains an author on the "No-Show" list.** An abstract can obtain a maximum score of **30** and a minimum score of **-22**. This score system aims at standardizing the scoring process. However, normalization of the raw scores provided by the technology committee members is at the discretion of the Vice President – Technology. The Vice President – Technology will collate the scores and compile a preliminary ranking summary including average and standard deviation per abstract. Abstracts will be rated based on their average scores, provided that at least 33% of the participating committee members do not abstain. If more than 33% of the participating members abstain, the abstract will be discussed by the entire committee during the technology committee meeting. The cutoff is subject to the number of papers to be accepted at a given symposium. Note: The VPT is free to use his/her preferred ranking method, the simplest one is to rank papers from 0 to 10, where 10 is given to an excellent abstract that you really want to accept and 0 to abstracts that you want to reject. TC members must use the whole rank to avoid skewing the stats of some papers,

Guidelines for Selecting Symposium "Best Oral Presentation" and "Best Poster Presentation" Awards

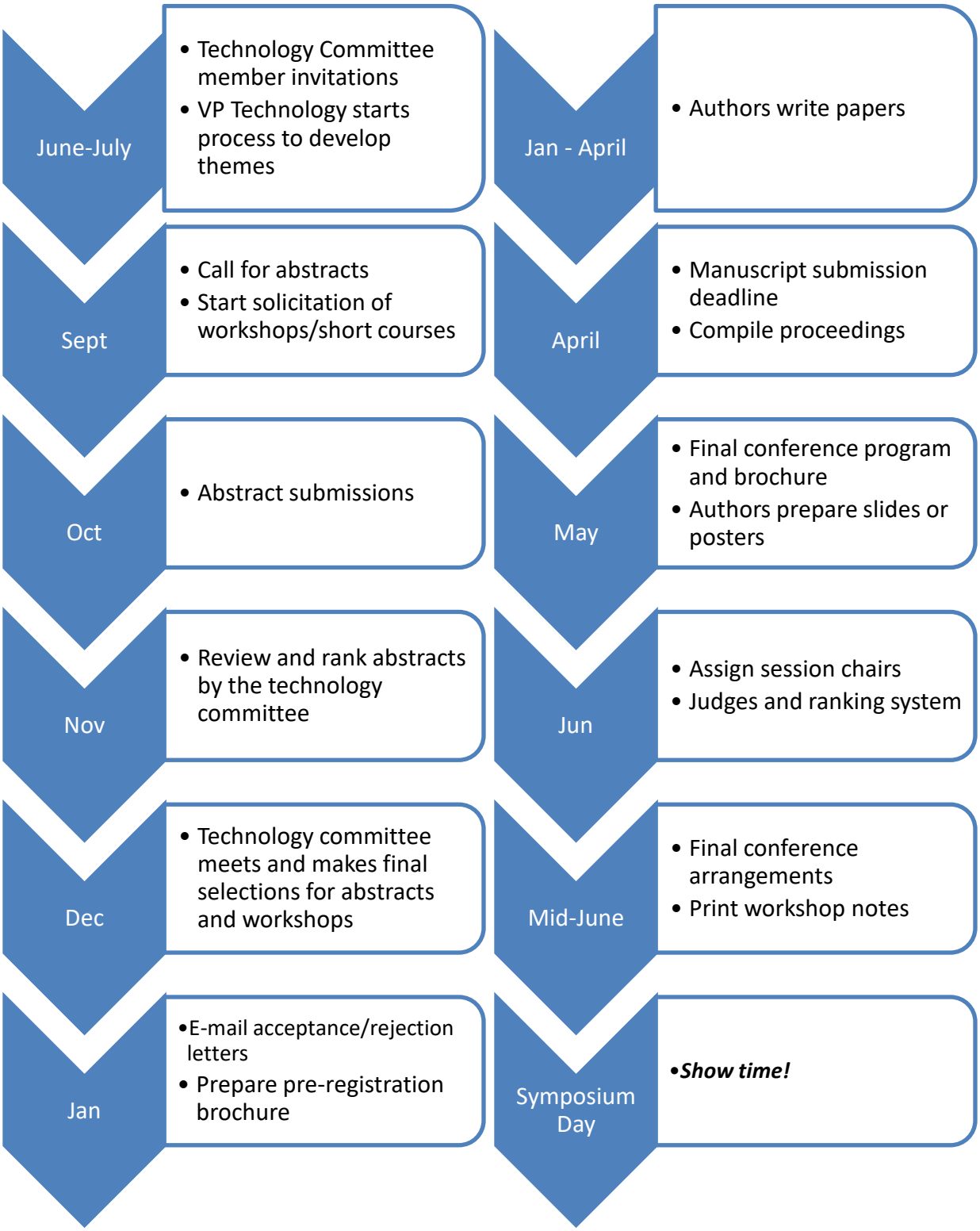
	Criteria: The following criteria are to be used for selecting the best oral presentation and best poster presentation	**Points Possible**
1a	**Oral Presentation**	
a	Clear outline of Objectives	**1-5**
b	Delivery & effective communication	**1-5**
c	Organization, logical progression, well-prepared	**1-5**
d	Summary and Conclusions concise and logically follow	**1-5**
e	Presentation is geared to the appropriate audience and stimulates audience involvement	**1-5**
f	Q&A time and answered effectively	**1-5**
g	Readability & readability from back of the room	**1-5**
h	Not overly commercial (oral and visual)	**1-5**
1b	**Poster Presentation**	
a	Clear Outline of Objectives	**1-5**
b	Organization, logical progression, well-prepared	**1-5**
c	Clear and readable text and equations	**1-5**
d	Figures legible and well annotated	**1-5**
e	Summary and Conclusions concise and logically follow	**1-5**
f	Generates dialogue and discussion	**1-5**
g	Author(s) available for discussion	**1-5**
h	Not overly commercial	**1-5**
2	**Originality and Contribution to the advancement of the technology of formation evaluation**	
a	Develops a new concept and/or expands previous concepts with new findings or techniques	**1-10**
b	Is pertinent to formation evaluation technology	**1-10**
c	Is an advancement to the technology	**1-10**
d	Is supportable in its method of proof	**1-5**
3	**Quality of writing & documentation of the Paper**	
a	Follows prescribed SPWLA paper guidelines	**1-5**
b	Clear and easy to follow	**1-10**
c	Well-referenced	**1-10**
4	**TOTALS**	**100**

The minimum score for a given category is 1 and the maximum score is either 5 or 10 depending on the category. To qualify for the award, a paper must be presented at

	the Symposium, be included in the Transactions, and not have been previously published. Each member of the Technology Committee in attendance at the Symposium is eligible to participate in the selection. Members should provide to the Vice President - Technology their personal rankings. This information should be received within 2 weeks after the close of the Symposium. Rankings received after this deadline will not be counted. The Vice President - Technology will tally the rankings. Top 10% of oral and posters are included in the distinguished speaker list. The top oral presentation is awarded "Symposium Best Oral Presentation" and the top poster score is awarded “Symposium Best Poster Presentation”. Both awards are presented at the following year symposium. In the event of a tie, the Vice President - Technology will resolve the situation. A formal announcement of the awardees will be made in the first available issue of Petrophysics or the SPWLA Today Newsletter after the determination is made based on aggregate scores from the technology committee members. The Vice President – Publications **will the top-ranked papers of the symposium** (this includes oral and posters) to submit their papers to “Best of the Symposium” Petrophysics issue. However, any author is welcome to submit their papers for peer-review to be published at a later Petrophysics issue.
SPWLA Policy for Workshop Instructors	1. Instructors are waived the workshop registration fee only for the workshop they are teaching. 2. The workshop reimbursement policy of the SPWLA establishes that the Board will set a reimbursement amount intended to offset the travel expenses of instructors. This amount is capped at the amount set by the Board and available to any instructor who requests reimbursement. Reimbursement will be made only to those instructors who make a request formally in writing. The intent of this policy is to make the reimbursement self-funding by increasing the course admission fee accordingly from a base course cost and distributing it evenly over all the courses. The below is an example of this policy. **2022** Reimbursement per instructor $1500 Eligible max number of instructors per workshop 3 Minimum attendance per workshop 10 Workshop registration fee $500 -$600
SPWLA Policy for “No Show” at the Symposium (*)	If a presenting author fails to appear at the annual symposium to present the paper (ORAL, POSTER, or ALTERNATE), the author will be subject to a **two-year ban at the annual symposium and for publication in Petrophysics.** A tentative presenting author is inquired at the time of abstract submission. Any co-author of the paper can replace the main speaker as long as the author(s) have informed the Vice President – Technology in a timely manner.

	(*) Any change to this policy is at the discretion of the Vice President – Technology and will be studied on a case by case basis to cover the event of sudden illness among other critical situations.

Vice President – Technology Term Timeline Guide


June-July
• Technology Committee member invitations
• VP Technology starts process to develop themes
Sept
• Call for abstracts
• Start solicitation of workshops/short courses
Oct
• Abstract submissions
Nov
• Review and rank abstracts by the technology committee
Dec
• Technology committee meets and makes final selections for abstracts and workshops
Jan
•E-mail acceptance/rejection letters
• Prepare pre-registration brochure
Jan - April
• Authors write papers
April
• Manuscript submission deadline
• Compile proceedings
May
• Final conference program and brochure
• Authors prepare slides or posters
Jun
• Assign session chairs
• Judges and ranking system
Mid-June
• Final conference arrangements
• Print workshop notes
Symposium Day
•Show time!

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