

International Student Paper Contest Work Flow

Task	Carried out by	Time line (in months prior to contest date)
<i>Before the contest:</i>		
Sponsorship: ATCE Sales team to approach sponsors	ATCE Sales team	18 months
Determine how SPC can link in with other student activities held at the event and decide on appropriate timing and cross advertising opportunities.	SPE Membership staff	11 months
Confirm room booking and requirements with ATCE event staff - include min 2 hours for set up and breakdown. Reserve bedrooms for contestants	ATCE Events staff / YMP Specialist	11 months
Prepare budget in line with venue cost	YMP Specialist	11 months
Discuss registration procedure for students, inclusion of VIP tickets etc	ATCE Events staff / YMP Specialist	10 months
Confirm venue set up and AV requirements as per set up sheet. Confirm lunch for volunteers and bottled water for volunteers and participants	YMP Specialist	10 months
ATCE Events staff to complete Health and Safety assessment for rooms used at the venue	ATCE Events staff	8 months
Advertising and promotion on ATCE website, ATCE Preview, SPE Connect and via social media channels	SPE Marketing staff and YMP Specialist	7 months
Confirmed sponsors - add logo to the website and all associated promotional materials. Liaise with sponsors to confirm how prize money will be allocated.	ATCE Sales team / YMP Specialist	6 months
Contact all Regional Winners to provide introduction and a brief summary of what SPE will do for their trip (book and fund flights and accommodation, reimburse visa fees and a few essential taxis, provide a visa invitation letter) and what they need to do by what deadline (complete participant form, apply for visa etc.)	YMP Specialist	6 months
Start booking travel, hotels and provide visa letters as and when students return forms.	YMP Specialist	6 months
Advertise volunteer opportunity and recruit volunteers: <ul style="list-style-type: none"> • Judges to review papers and oral presentations on the day of the contest (min 3 - max 6 per category) • Non-voting moderator for on the day of the contest (1 per category). 	YMP Specialist	4 months
Request local volunteers to include website link in their electronic email signature and advertise the contest to their colleagues/students within their faculty.	YMP Specialist	4 months
Ensure correct details of ISPC categories are displayed on the ATCE webpages and in the conference program.	YMP Specialist	4 months
Book travel for attendance and arrange cash advance in local currency.	YMP Specialist	3 months
Monitor return of student forms and issue a reminder for outstanding responses.	YMP Specialist	3 months
Initial deadline for full papers and accompanying forms for publication in ATCE and OnePetro.	YMP Specialist/Editorial staff	3 months
Liaise with Editorial staff and workgroup regarding coverage of the contest in ATCE show daily.	YMP Specialist/Editorial staff	3 months
Liaise with ATCE Events and Membership staff regarding the announcement of the winners at ATCE (at Presidents' Lunch or at Student Awards Luncheon depending on timing). Reserve VIP tickets accordingly (only for 1st place winners of each division = 3 in total).	YMP Specialist/ATCE staff/Membership staff	3 months

Confirm judges and moderator to attend the contest and judge/moderate oral presentations.	YMP Specialist	2 months
Send confirmation to volunteers including a job description and further details as needed.	YMP Specialist	2 months
Reminder of participant forms and full papers if necessary.	YMP Specialist	2 months
Optional: arrange a teleconference to brief and train volunteers on different roles.	YMP Specialist	2 months
Prepare shipping list and make arrangements for shipping of materials. Check with ATCE event staff shipping deadline and where items will be stored. Confirm instructions and address/FAO for shipping with the venue.	YM Specialist/ATCE staff	2 months
Prepare certificates of participation and other materials including expense claim forms - see sheet. Arrange for frames to be sources locally.	YMP Specialist	2 months
Book photographer - need to have individual pictures of each contestant and their certificate, group picture and winners picture.	YMP Specialist/ATCE staff	2 months
Confirm exact AV details and set up with venue. Provide floor plan with exact layout - see sheet.	YMP Specialist/ATCE staff	1 month
Confirm catering arrangement where applicable - bottled water to be available for all volunteers and contestants. Any attendees with dietary or other special requirements?	YMP Specialist/ATCE staff	1 month
Post SPE Connect announcement of participating contestants and contest date/time/room location.	YMP Specialist	1 month
Send shipment and confirm exact details for equipment storage on site.	YMP Specialist/ATCE staff	1 month
Confirm the commitment of judges and moderator for the contest day - provide them with final details, agenda and further instructions. For judges include copy of the abstracts.	YMP Specialist	1 month
Confirm the attendance of all student participants, providing final details of date, time, location and how long each student will have to deliver their presentation (if known at this stage). Final reminder for anyone who's form and/or paper is still outstanding .	YMP Specialist	1 month
Draw up an agenda for the contest and circulate to student contestants and volunteers - see template agenda in SPC manual.	YMP Specialist	2 weeks
Compile "information packets" for judges and moderators to be distributed at the meeting before the contest. Packets should include contest agenda, presentation order, abstracts, instructions for scoring, scoring and ranking sheets, and moderators' time-warning cards (e.g. 2mins and 1min).	YMP Specialist	2 weeks
Suggest that students to forward their presentations to be checked for quality and approximate duration in accordance with the allotted presentation time. Ensure students are aware exactly how long they will each have for their presentation (between 10-20mins). Refer students to the documents How to make an effective presentation and publications style guide found on the SPE website at http://www.spe.org/students/contest.php	YMP Specialist	2 weeks
Ask local chapters to send a reminder regarding the contest and to invite colleagues and friends to be part of the audience.	YMP Specialist	2 weeks
Check with venue if materials have been delivered and where they have been stored. Confirm access to the storage room for set up prior to the start of the contest.	YMP Specialist/ATCE staff	2 weeks
Give Marketing team heads up for the date for the feedback survey to be sent (1 day after the contest)	YMP Specialist	1 week
At the contest:		

Carry out on site risk assessment.	YMP Specialist	At event
Invite Judges and Moderators to meet in the event room prior to student arrival to confirm rules and running order of the day.	YMP Specialist	At event
Register the arrival of each student participant and invite them to upload their presentation onto the laptop/computer for projection.	YMP Specialist	At event
Prepare shipment for return.	YMP Specialist	Last day
After the contest:		
Send out SPC feedback form through SurveyGizmo	YMP Specialist	1 day after
Send thank you letters to judges, moderator and any other volunteers.	YMP Specialist	1 week after
Announce winners and send photos of the contest to the students and volunteers and add to the website (SPE.org) and SPE Connect .	YMP Specialist	1 week after
Update SPC webpage with winner details and add to master list saved in L:\#YMP\SPC\Regional and International Winners 2011-2015	YMP Specialist	1 week after
Arrange transfer of prize money to winning student and expense claims. Awards only made to first place winners of each division (3x \$1000 each)	YMP Specialist	1 week after
Send students and volunteers a reminder on how to claim expenses (if applicable).	YMP Specialist	1 month after
Record winners and volunteers in Personify	YMP Coordinator	1 month after
Analyse feedback results and create brief report with recommendations for further improvements	YMP Specialist/YMP Manager	1 month after
Finalise budget once all expenses have been claimed.	YMP Specialist - check by YMP Manager	2 months after

Petrobowl Regional Qualifiers work flow

Task	Carried out by	Time line (in months prior to contest date)
Before the contest:		
Prepare budget in line with venue cost	SPE staff - YMP Manager	5 months
Regional staff to confirm rooms bookings and secure contract - include min 1 hour for set up and breakdown	SPE staff - Regional Staff	5 months
Confirm venue set up and AV requirements as per set up sheet. Confirm if lunch will be offered and other catering requirements.	SPE staff - YMP Specialist	5 months
Complete Health and Safety assessment for rooms used at the venue	SPE staff - Regional Staff	5 months
Add details to the Petrobowl website and announce on SPE Connect. Ensure registration form is available.	SPE staff - YMP Specialist	5 months
Set up planning meeting with regional staff - confirm Regional Office staff liaison leading up to the contest and to attend the contest in person	SPE staff - YMP Specialist -include YMP Manager and Coordinator	5 months
SPE regional staff and PB wg to make suggestions for local volunteers	SPE staff - Regional Staff, PetroBowl wg	5 months
Advertise regional volunteer opportunity and recruitment: three judges, 1-2 moderators, 1-2 score keepers, 1-2 time keepers	SPE staff - Regional Staff/YMP Specialist	4 months
Advertising and promotion #1 - Call for participation . Email Student Chapters, Sections and Faculty. Advertise on SPE Connect and via social media channels	SPE staff - YMP Specialist and Global Marketing	4 months

Advertising and promotion #1 - Advertise on SPE Connect and via social media channels.	SPE staff - YMP Coordinator	
Prepare advertising slide with call for participation to send to universities within the region with the request to display this in public areas	SPE staff - YMP Specialist	4 months
Request local volunteers to include website link in their electronic email signature and advertise the contest to their colleagues/students within their faculty	SPE staff - YMP Specialist	4 months
Share latest version of Rules and Regulations document with students	SPE staff - YMP Specialist	4 months
Sponsorship - via SPE Sales Department	SPE staff - Global Sales	4 months
Confirmed sponsors - add logo to the website and all associated materials	SPE staff - YMP Specialist	4 months
Advertising and promotion #2 - Call for participation. Email Student Chapters, Sections and Faculty. Advertise on SPE Connect and via social media channels	SPE staff - YMP Specialist and Global Marketing	3 months
Advertising and promotion #2 - Advertise on SPE Connect and via social media channels.	SPE staff - YMP Coordinator	
Liaise with Editorial staff and workgroup regarding coverage of the contest in The Way Ahead	SPE staff - YMP Specialist	3 months
Send confirmation to volunteers including a job description, manual for use of Excel timer sheet and rules and regulations document	SPE staff - YMP Specialist	3 months
Confirm with regional marketing staff regarding any promotional materials and freebies to take to the event	SPE staff - YMP Specialist and Regional Marketing	3 months
Monitor uptake on team participation and arrange additional marketing push if needed. Send list of participating teams to local volunteers and confirm if any teams are still due to register.	SPE staff - YMP Specialist and Global Marketing	3 months
Advertising and promotion #3 - Call for participation. Email Student Chapters, Sections and Faculty. Advertise on SPE Connect and via social media channels	SPE staff - YMP Specialist and Global Marketing	2 months
Advertising and promotion #3 - Advertise on SPE Connect and via social media channels.	SPE staff - YMP Coordinator	
Arrange a teleconference to brief and train volunteers on different roles	SPE staff and Workgroup	2 months
Prepare shipping list and make arrangements for shipping of materials. Check with venue how early deliveries can be accepted and where they will be stored. Confirm instructions and address/FAO for shipping with the venue.	SPE staff - YMP Coordinator	2 months
Prepare certificates of participation and other materials i - see sheet	SPE staff - YMP Coordinator	2 months
Confirm exact details for sponsor presence and liaise with sponsors regarding the provision of prizes and other promotional materials to be displayed on site	SPE staff - YMP Specialist	2 months
Confirm exact AV details and set up with venue. Provide floor plan with exact layout.	SPE staff - YMP Specialist	2 months
Identify participating schools (deadline is 6 weeks month prior to the day of the competition). Check eligibility of all attendees and cross check list against list of non-compliant chapters (saved in L:\#YMP\Sections). Inform Erin if any non compliant chapters have submitted registration forms.	SPE staff - YMP Coordinator	6 weeks
Confirm catering arrangement where applicable - bottled water to be available for judges, moderators, time keepers and contestants. Any attendees with dietary or other special requirements?	SPE staff - YMP Specialist	1 month
Verify eligibility of contestants and confirm the teams	SPE staff - YMP Coordinator	1 month
SPE staff to confirm teams with WG for contest schedule	PB WG	1 month
WG to prepare contest schedule - standard single-elimination bracket-style process	PB WG	1 month

Update website with bracket and participating teams	SPE staff - YMP Coordinator	1 month
SPE Connect announcement of participating teams and contest schedule	SPE staff - YMP Coordinator	1 month
Liaise with local chapters to announce the contest and invite colleagues and friends to be part of the audience	SPE staff - YMP Specialist	1 month
Book photographer	SPE staff - YMP Specialist	1 month
Send shipment and confirm exact details for equipment storage on site	SPE staff - YMP Coordinator	1 month
Staff to book their travel for attendance and arrange cash advance in local currency if required	SPE staff - YMP Specialist	1 month
Provide volunteers with final details and instructions. Arrange on site volunteer briefing session.	SPE staff - YMP Specialist	3 weeks
Confirm if any speeches/opening addresses need to be made	SPE staff - YMP Specialist	2 weeks
Ask local chapters to send a reminder regarding the contest and to invite colleagues and friends to be part of the audience	SPE staff - YMP Specialist	2 weeks
Check with venue if materials have been delivered and where they have been stored. Confirm access to the storage room for set up prior to the start of the contest.	SPE staff - YMP Coordinator	2 weeks
Questions - to be released one week prior (approx. 700 depending on nr of teams). Record to be kept of which questions are used in which contest as to not duplicate these.	PB WG	One week
<i>At the contest:</i>		
Carry out on site risk assessment	SPE staff - YMP Specialist	At event
Promote contest via social media (liaise with Molly Britt)	SPE staff - YMP Specialist	At event
Prepare shipment for return	SPE staff - YMP Specialist	Last day
<i>After the contest:</i>		
Announce winners and send photos of the contest to the participating schools and add to the website (SPE.org) , Facebook and SPE Connect	SPE staff - YMP Coordinator	1 week after
Send thank you letters to all involved	SPE staff - YMP Specialist/Coordinator	1 week after
Update Pbowl website with completed bracket (do not include points) and update online schedule with winners	SPE staff - YMP Coordinator	
Provide a two page report for the workgroup	SPE staff - YMP Specialist (checked by YMP Manager)	1 Month after
Debrief the contest via conference call with regional volunteers and workgroup	SPE staff - YMP Manager, YMP Specialist and PB WG	1 Month after
Volunteer appreciation - add all volunteers to Personify and volunteer database	SPE staff - YMP Coordinator	1 Month after
Finalise budget once all expenses have been claimed	SPE staff - YMP Specialist (checked by YMP Manager)	2 months after

Career Pathways Fair Work Flow

Task	Carried out by	Months prior
Request Provisional Room Booking for Career Pathway Fair / Reception	YMP Manager	7 months
Submit AV requirements and room specifications	YMP Manager	7 months
Approve funding for Career Pathway fair	YMP Manager	6 months
Submit event brief to marketing team	YMP Manager	6 months
Add event as Volunteer Opportunity on website	YMP Specialist	5 months
Email ATCE Exhibitors to be represented	YMP Specialist	4 months

Open registration for attendees	YMP Specialist	3 months
Deadline for volunteers	YMP Specialist	1 month
Photography requirements confirmed	YMP Specialist	1 month
Post event on Social Media	YMP Specialist/ volunteers	1 month
Finalisation of volunteers	YMP Specialist	1 month
Final changes sent for AV / Room requirements	YMP Specialist	1 month
Arrange Volunteer gifts	YMP Specialist	1 month
Send final program and info out to volunteers	YMP Specialist	2 weeks
Post event on SPE Connect	YMP Specialist/ volunteers	2 weeks
Preparation of Brochure and proof	YMP Specialist/ volunteers	2 weeks
Preparation of sign in sheet	YMP Specialist	1 week
Perpetration on post event surveys	YMP Specialist	1 week
Print Volunteer Certificates / Brochure	YMP Specialist	1 week
At the event		
Room set up	YMP Specialist	on site
Volunteer training	YMP Specialist/ volunteers	on site
On the door registration	YMP Specialist/ volunteers	on site
Close event (certificates to volunteers)	YMP Specialist/ volunteers	on site
After the event		
Thank you letter to volunteers	YMP Specialist	1 week after
Survey questionnaire sent to Attendees and volunteers	YMP Specialist	1 week after
Finalise budget	YMP Specialist	1 month after
Review survey responses and create debrief report	YMP Specialist	1 month after