



My Paper no.	
My Station no.	
Presentation Date & Time	

**Note: Print a Copy of this Checklist, to assist you better with the Manuscript Submission Process.**

\*All Templates Available via an Author Kit link at <https://meos-expo.com/conference/author-kit/>

## **KNOWLEDGE SHARING ePOSTER PRESENTER CHECKLIST**

### **THURSDAY, 22 APRIL 2021**

- Acknowledge to SPE staff, my Acceptance to present my paper.  
 How: Send an email to the Programme Coordinator informing about the acceptance of the paper.

### **ONGOING TILL MONDAY 16 AUGUST 2021**

- Share my \*Draft manuscript with my respective Session Co-Chairs for their review and feedback through my **OneDrive Shared Folder Link**.
- Upload my manuscript for **voluntary** plagiarism check before my final submission.  
 How: Click "**Continue Button**" on the Submission Link, then click on manuscript tab, you will find on top of the page "**Optional Plagiarism Check**" where a link is provided to **upload your manuscript, please refer to the image 1 below**.
- Obtain necessary clearance from your management, your partners and customers **BEFORE** final paper submission.

### **WEDNESDAY, 15 SEPTEMBER 2021 – NO EXTENSIONS WILL BE GRANTED - Please refer to image 2**

- Upload my **Final Manuscript** and all related documents below on to my customized submission link provided in the Acceptance Email.
- Manuscript (3000-7000 Words) using SPE Word Template\*
- Paper Information Form\*
- Transfer of Copy Right Form\* – Upload digitally/manually signed form of author-one from each Contributing Company

### **SEPTEMBER - NOVEMBER 2021 CONFERENCE REGISTRATION**

- Register Online at <https://meos-expo.com/>
- For more information on Registration, please contact the **Registration Team at Informa Events: [Registration-bh@informa.com](mailto:Registration-bh@informa.com)**
- Conference registration is now live, please register online as a speaker using the below link <https://registration.gesevent.com/survey/03sk5nt7wpyff>

### **TUESDAY 21 SEPTEMBER 2021**

- Share my \*Draft PowerPoint Presentation and \*Presenter Bio with the Session Co-Chairs for their review and feedback through my **OneDrive Shared Folder Link**.

### **TRAVEL, ACCOMMODATION AND VISA**

- Visa Info: <https://meos-expo.com/content-resources/visa-information/>
- For venue, travel and accommodation, please refer to <https://meos-expo.com/content-resources/hotels-travel/>

### **TUESDAY 12 OCTOBER 2021**

- Share my \*Final PowerPoint Presentation with the Session Co-Chairs for their review and feedback on my **OneDrive Shared Folder Link**.

### **28 NOVEMBER–1 DECEMBER 2021 SPEAKER CHECK-IN MANDATORY**

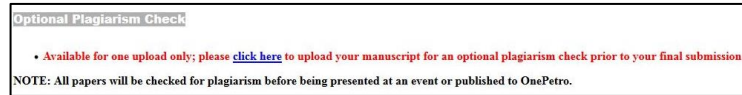
- Upload my \*Final PowerPoint Presentation on my **OneDrive Shared Folder Link** and visit the Author Check-In Room 24 hrs prior to my Presentation timing.
- Ensure that my presentation speaking slot does not exceed 15 minutes (**10 minutes for presentation, followed by 5 minutes for Q&A**).

**ONCE ALL STEPS HAVE BEEN COMPLETED & ALL DEADLINES HAVE BEEN MET YOUR PAPER WILL BE PUBLISHED ONLINE ON ONEPETRO SPE LIBRARY.**

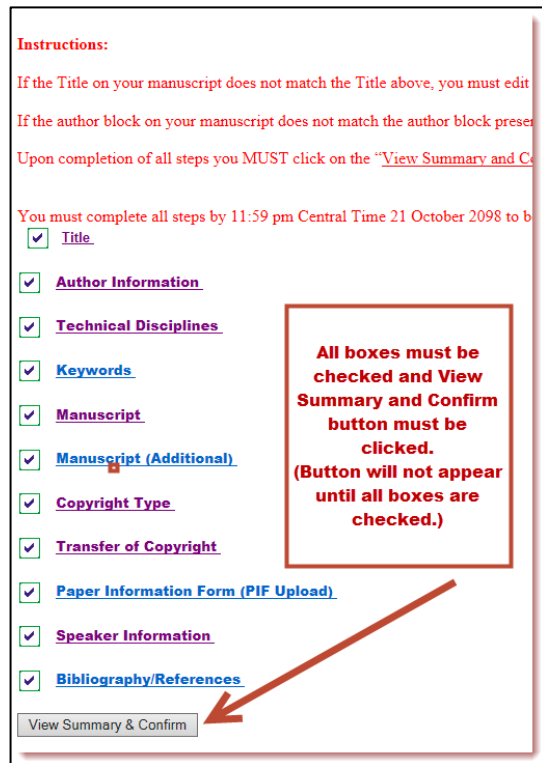
For the Conference Programme, please visit:

<https://meos-expo.com/>

#### **Image 1:**



#### **Image 2:**



#### **HELPFUL LINKS**

- Link: [How to Prepare a Manuscript](#)
- Link: [SPE Publication Policies and Plagiarism](#)
- Link: [Plagiarism FAQs](#)
- Link: [Prepare a Presentation](#)
- Link: [Author Resources](#)

Contact: [dubprog@spe.org](mailto:dubprog@spe.org)