



My Paper no.	
My Session no.	
Room No.	

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/>

TECHNICAL 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 initial 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
- 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 to 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 20 minutes (**15 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:

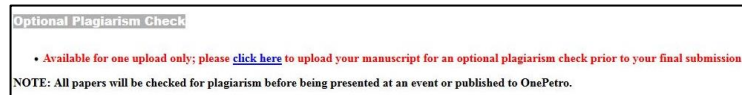
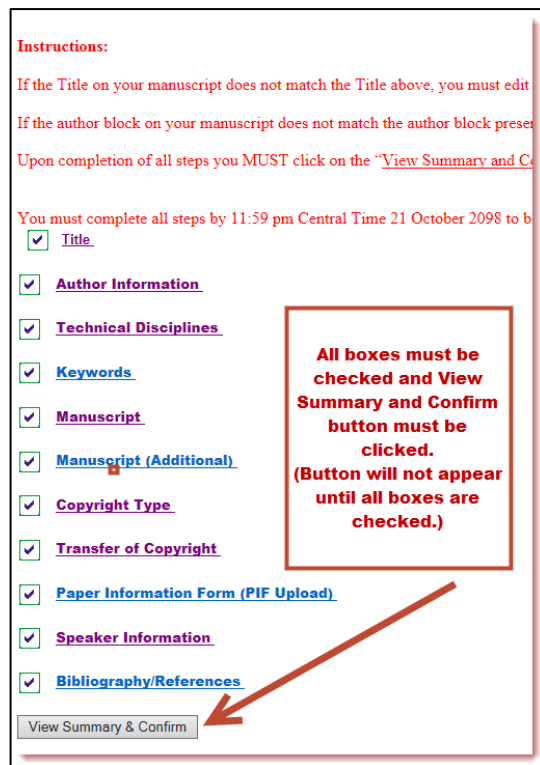


Image 2:



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