

**AIPN Regional Chapter Conference Online Kit
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1.1 Introduction from the AIPN President

With the amalgamation of the AIPN International and Spring conferences into a single annual marquee event, the AIPN International Petroleum Summit, and the increasing focus within the oil and gas industry on cost and efficiency in the current economic environment, which is likely to persist for some time to come, it is important to bring the AIPN closer to its members in the Regional Chapters, especially outside of the USA and Europe. To achieve this I would like to advocate and to hope that we can aspire to include at least one Regional Chapter Conference in every Region each year. Regional Chapter Conferences would be 1.5 to 2 day conferences held preferably in easily accessible locations of critical membership mass.

Of course a successful Regional Chapter Conference does not just happen, it requires a lot of time and effort from local volunteer AIPN members and the active support of the AIPN office for many logistical matters. With this in mind, and to assist with the organisation of Regional Chapter Conferences, this online Regional Chapter Conference Kit has been prepared. It should assist the Regional Chapter Director and their Committee to appoint a local Regional Chapter Conference (RCC) Committee to take on the task of organising a Regional Chapter Conference. It provides tools, timelines, tips and templates to leverage AIPN historical experience of organising similar events and allow the RCC Committee to focus its efforts on identifying relevant local content and speakers.

A RCC Committee has been established to assist Regional Chapters and help ensure consistency in events across the Regions. The AIPN office in Houston will also be a critical resource providing logistical, marketing and other support and advice.

Thank you for taking on the challenge of bringing AIPN closer to its members by organising a Regional Chapter Conference in your Region. You will be doing your bit to ensure that AIPN continues to be the premier organization for international energy negotiators.

Best wishes,

David Davies
AIPN President

1.2 Message from the Regional Conference Committee Co-Chairs

The President's initiative to re-establish Regional Chapter Conferences is an exciting opportunity to bring AIPN closer to its members. To assist Regional Chapters in taking this initiative, a Regional Conference Committee has been created to help ensure a high degree of consistency and quality in the delivery of events across the Regional Chapters. The Regional Conference Committee will work closely with the AIPN Houston office and the Regional Chapter Directors and their Committees in order to help make each event a success. The membership of the Regional Conference Committee and its Terms of Reference follow this message.

The key role of the Regional Conference Committee is to review and provide input on Regional Chapter Conference proposals including:

- Ensuring consistency of approach to Regional Chapter Conferences;
- Ensuring quality of AIPN Regional Chapter Conferences;
- Review and approve balance of content (commercial vs legal; NOC/Gov't);
- Review and preliminary approval of budget prior to submission to the AIPN Board for final approval where the budget exceeds US\$10,000.
- Confirmation of support for Regional Chapter Conference proposals prior to their submission to the AIPN Board for final approval.

The Regional Chapter Conference Kit is designed to provide the tools to make your life easier when organising a Regional Chapter Conference. The Regional Chapter Committee and the AIPN Houston Office are also available to assist and guide you to organising a successful event. We would like to thank you for taking on the challenge to bring AIPN closer to its members.

Best wishes,
Regional Conference Committee Co-Chairs

Andy Waters
Vice President Regions

Marie Wagner
Director

1.3 AIPN Regional Chapter Conference Initiative: Terms of Reference

Co-Chairs

Andy Waters – Vice President Regions

Marie Wagner – Director

Members

Mike Josephson – Immediate Past President & Chair NOC Committee

AIPN Staff Member

Cyril Vock – Vice President Conferences

Scope

1. Define framework for Regional Chapter Conferences

Develop and maintain a Regional Chapter Conference online kit made available to Regional Chapter Committees. The kit will include suggested templates for conference structure and timings and guidance on venues, content (including SSMCs and mini-courses), marketing and budgeting.

2. Provide support and advice to Regional Chapter Committees

Provide a source of advice and guidance to Regional Chapter Committees for planning and organising Regional Chapter Conferences. Provide AIPN logistical support to Regional Chapter Conferences including marketing of events and maintaining a data base of past Regional and main AIPN Conference programmes.

3. Review and input on Regional Chapter Conference proposals

Review and input on Regional Chapter Conference proposals including:-

- Ensuring consistency of approach to Regional Chapter Conferences;
- Ensuring quality of AIPN Regional Chapter Conferences;
- Review and approve balance of content (commercial vs legal);
- Review and preliminary approval of budget.

4. Support of Regional Chapter Conference proposals

Confirmation of support for Regional Chapter Conference proposals prior to their submission to the AIPN Board/ExCom for approval.

5. Frequency of meetings

The Committee will meet around twice monthly during the framework design phase and then as needed to review proposals for Regional Chapter Conferences.

**2.1 Regional Chapter Conference Chair/Co-Chair Invitation to Participate in
Regional Chapter Conference Committee**

Dear ___ Region Members:

AIPN President David Davies has announced at the May 2016 Board Meeting an objective to support AIPN's Regional Chapters by "bringing the AIPN to the Regions" through Regional Chapter Conferences. It is in this regard that I invite you to help us plan the _____ Regional Chapter Conference, which we tentatively plan to schedule the ___ Q of _____. The location and venue are to be determined by the committee. Myself, as well as _____ will act as Co-Chairs of the _____ Regional Chapter Conference this year.

The inaugural planning committee meeting/call will take place on _____, at _____.

Planning Meeting Information:

Date:

Time

Place:

Parking: Available

Telephone conference dial-in information will be provided for those wishing to participate; but who cannot join us in person.

Please RSVP by _____, to _____ at _____.

Attached are a few examples of three prior programs for AIPN regional chapter conferences. We, of course, welcome any suggestions for topics or speakers for the program in advance of the planning meeting.

If you have any questions, please don't hesitate to contact us. We look forward to seeing you in a few weeks!

Sincerely,

Co-Chair Name

2.2 Regional Chapter Conference Committee Member Roles & Responsibilities

Note: This information is provided as general guideline only and should be adjusted based on the requirements of each Regional Chapter and its available resources.

Committee Member Roles	Responsibilities
Chair/Co-Chair	Facilitate program planning committee meetings and conference calls; follow-up on action items.
	Review prior years' conference evaluations in order to provide committee with insight and suggestions for potential topics or speakers. (AIPN staff can provide past evaluations.)
	Prepare tentative conference agenda for review by committee and finalize for submission to VP Regions for approval; and to AIPN staff.
	Consult with the Regional Conference Committee when initial conference timing and topics are being discussed.
	Monitor and report on progress of session development, speaker cancellations and changes.
	Consult with local committee members & AIPN staff on meeting logistics and networking activities.
	Consult with AIPN staff re: continuing education requirements (i.e. CLE credits)
	Act as an emcee onsite at the conference. This includes doing the welcome and closing remarks, keeping the sessions on time, making sure the speakers are welcomed, etc.
	Identify onsite staff to handle registration table, etc.
Committee Members	Assist with development of conference theme, format, content, and networking events.
Budget Lead	Work with AIPN Staff, VP Regions & Regional Director to develop and maintain/update RCC Budget. Propose conference delegates fees or pricing structure. Ensure the smooth financial management of the regional conference.
Sponsor Lead	Identify potential sponsors, propose sponsorship opportunities, solicit sponsorship and follow through. (Sponsorship guidelines are available in the online kit.)
	Propose sponsorship opportunities
	Solicit sponsorship and follow through.
Session Leads	Responsible for recruiting session speaker(s) and moderator (if applicable). Work with speakers on session descriptions to add to the program.
	Responsible for providing all speaker and moderator contact information to AIPN so that they can assist in preparing the speaker confirmation packet.
	Monitor progress of sessions, speaker commitments, changes and cancellations, session descriptions; provide periodic program updates to committee and AIPN staff. In the event a speaker or moderator cancels, takes lead in finding replacement.

AIPN Roles & Responsibilities

AIPN Regional Conference Committee Members	<p>Per the Regional Conference TOR, the Committee Members shall:</p> <ul style="list-style-type: none"> • Provide support and advice to Regional Chapter Conference Committees • Review and input on Regional Chapter Conference proposals • Support Regional Chapter Conference Proposals prior to submission to AIPN Board/ExCom
AIPN Regional Directors	Oversee work of the Regional Chapter Conference Committee and the conference itself
	Provide updates on Regional Chapter Conference activities within the region, at each Board of Directors meeting; present voting items to the Board as needed (e.g., budget items for approval)
AIPN Staff	Assist Regional Chapter Conference Committee with the Regional Chapter Conference
	Act as the main point of contact for Regional Chapter Conference Committees to liaise with on all regional activities

2.3 Regional Chapter Conference Committee / AIPN Responsibilities Timeline

Regional Chapter Conference Planning Responsibilities	
For Regional Chapter Conference Committee	
Timeline	Notes
Before the event (6 MONTHS):	
Select Conference Committee and Co-chairs	An invitation email template is available on the online kit to send to members inviting them to be on the Regional Chapter Conference Committee.
Program: Select topic/theme for the conference and corresponding sessions.	Sample session presentation methods are located in the online kit. Consult with the Regional Conference Committee while initial timing & topics are being identified. Their support should be requested once the topic/theme, date, venue, program outline and draft budget have been developed.
Select conference venue and date as well as any networking events venues, if applicable (i.e. Welcome Reception or Gala Dinner)	Cross check dates with other AIPN main & regional events to ensure there is no overlap. Site selection tips are located in the online kit, if needed. All contracts should be sent to the Regional Director and AIPN staff for review when received. The Regional Director can sign up to US \$5,000 or less. With advanced approval from the AIPN Treasurer, the Regional Director may sign up to US \$10,000. (Please see Contract Signing Limits Policy 4.9.) Final countersigned contract should be sent to AIPN staff.
Determine budget, registration fees, etc. Propose to Regional Conference Committee.	A budget template is located in the online kit. Determine the max # of people that can attend event and the registration closing date. Consider cost for guests at networking events, venue, speaker/delegate gifts, etc. If the budget is less than US \$10,000, the Regional Conference Committee can approve. If over US \$10,000, the VP Regions will present the budget to the Board for their approval.
Determine sponsorship opportunities and draft sponsorship letter	Sample sponsorship opportunities are located in the online kit. Once sponsorship letter has been drafted, it should be sent back to AIPN staff who will place the letter on AIPN letterhead. The letter will be provided back to the committee in Word document format, but, we ask that when the letter is actually sent to the prospective sponsor, that it be sent in PDF to keep the formatting of the letter intact.
Once event is approved:	
Send theme, title and marketing description of the conference to AIPN	Marketing description should be a paragraph explaining what the conference will cover, what attendees will learn and who should attend.
Send location of conference, approved budget, co-chair information to AIPN	

Select, recruit and confirm speakers for different sessions	If you are looking for a speaker to speak on a particular topic, AIPN has a speaker biography database that they can do a search within to see who has spoken at past AIPN events on that topic. Please contact AIPN staff directly if you need assistance with this.
Once speaker has been confirmed send registration form, speaker agreement and request bios and presentations prior to the conference	This information should all be sent back to AIPN. Speaker agreements should be collected before the conference. Biographies should be no more than ½ page in length. (A bio example is located in the online kit.) Please send completed registration forms and biographies to AIPN staff. If needed, AIPN staff can also email the speakers directly for these items. Ensure proper change management protocols are followed if speakers drop out or the Regional Chapter Conference Committee decide to change or swap speakers.
Select, recruit and confirm moderators for the different sessions	On-site during the conference, moderators should introduce speakers, manage the time of the sessions and Q&A after.
Update the conference program as new speakers, topics and session descriptions are confirmed and send updated program to AIPN for posting to conference website	AIPN can provide the initial program template; it is also available in the online kit. Committee is responsible for updating the document and sending most up-to-date Word version to AIPN for uploading to the website. AIPN will be responsible for adding sponsor logos & cover page to program.
Contact potential conference sponsors and coordinate sponsor recognition	Please see Sponsorship Guidelines document for more information (available in the online kit). Once a sponsor has been confirmed, contact information and logo should be sent to AIPN for processing and invoicing.
2-3 months before the Event:	
Confirm final program and speakers	
Follow up on outstanding NOC sponsor invitations	
Follow up on outstanding conference sponsor invitations	
Email personal contacts and invite them to the conference.	A promotional invitation email template can be found in the online kit. Please include up-to-date program within the email.
Request any promotional items from AIPN staff	This includes brochures, pop-up banner, speaker gifts, flash drives, folders, lanyards, conference signage, etc. Please see "AIPN Promotional Materials" document in online kit for more details.
Order speaker and delegate gifts locally or inquire with AIPN what speaker gifts they may have in stock, if applicable.	Payments can be made by AIPN.
1 month before the event:	
Confirm food and beverage, audio visual needs, and room set-up with venue(s)	Payments can be made by AIPN. If sponsor can only make payment directly to hotel or conference venue, this is okay. Please see Sponsorship Guidelines in the online kit for more information regarding this.

Send all speaker biographies & session descriptions to AIPN in order for them to apply for CLE credit	
Participate in regularly scheduled conference calls so everyone is updated on status of the conference	This includes: Conference Committee and AIPN staff
Two weeks before the event:	
Work with AIPN to create a conference attendee email. Send AIPN any presentations that you've received so far.	Email will include link and password to access presentations (if received ahead of time), information about the location, where registration will be, etc. AIPN will e-mail the letter 1-2 weeks before the event.
One week before the event:	
Print signage for the conference, if applicable.	Artwork can be ordered directly or sent digitally by AIPN.
Print delegate list for the conference	Sent electronically by AIPN
Print name badges for the conference	Sent electronically by AIPN
Print conference evaluations	Sent electronically by AIPN
Finalize and print conference program	Sent electronically by AIPN
Print any other materials needed, i.e. presentations, handouts, etc.	
On-site at the event:	
Manage registration	Check off attendees on the registration list, hand out name badges, programs, etc., check on room set up and audiovisual equipment in room, place signage (if applicable), etc.
Manage speaker presentations	Nominate one person to collect speaker presentations and load them on to the laptop, as well as send them to AIPN.
Hand out evaluation forms on final morning of conference	Make sure to collect these and send back to AIPN via email
Coordinate all evening events	
Post-event	
Send all remaining invoices and final hotel accounting to AIPN	
Send all on-site registration forms, evaluations, speaker agreements, presentation slides, CLE sign-in sheets, and registration check-in list (noting who attended and no-shows) to AIPN	These can be scanned and emailed.
Send thank you notes to speakers & conference sponsors	A speaker and sponsor template thank you letter/email is located in the online kit. AIPN staff can place these on AIPN letterhead for you, if needed.

Draft an article for the Advisor about the event and e-mail any pictures taken during the event	Send to AIPN Communications & Marketing Manager.
Take part in post conference call to discuss evaluations, what went well, what didn't go well, etc. Draft a close out report to be filed by AIPN.	This includes: Conference Committee, AIPN staff, Regional Conference Committee members See online kit for list of questions to ask during this call; document called "Post Conference Call Evaluation Questions".

Regional Chapter Conference Planning Responsibilities		
For AIPN Staff		
Timeline	Notes	Person Responsible
Before the event (6 MONTHS):		
Assist in cross checking dates with other AIPN main & regional events to ensure there is no overlap		Program Coordinator
Assist with the budget and determining sponsorship opportunities, as needed		Program Coordinator
Once event is approved:		
Send necessary documents to conference co-chairs and assist them in getting started planning	This includes past evaluations of regional conferences.	Program Coordinator
Post the conference on the AIPN website and update as needed		Communications & Marketing Manager
Set up the online registration page for conference registration and associated activities		Communications & Marketing Manager
Create PDF fillable registration form		Communications & Marketing Manager
Create marketing header for use on all promotional material		Communications & Marketing Manager
Marketing of event - send mass emails with announcements and updates with further details as they become available		Communications & Marketing Manager
Create conference brochures (i.e. cover page for the program) and any other marketing materials needed to promote the event		Communications & Marketing Manager
Send weekly registration reports to conference committee		Program Coordinator
Apply for CLE and AAPL credit	Speaker biographies and session descriptions should be sent to AIPN in order to apply	Program Coordinator
Invoice sponsors once they've been confirmed and keep track of sponsorships; add sponsor logos to the program and website	Regional Chapter Conference Committee should send contact details and logo to AIPN once sponsor has been secured	Program Coordinator; Communications & Marketing Manager
Participate in conference calls so everyone is updated on status of the conference	This includes: Conference Committee, AIPN staff	Program Coordinator

Pay any invoices related to the conference	These should be sent to the Program Coordinator	Program Coordinator
Two weeks before the event:		
Send a shipment to co-chairs which includes badge stock, badge holders, lanyards, marketing materials, speaker gifts, etc. (if applicable)		Program Coordinator
Order sponsor signage or email digital files (if applicable)		Communications & Marketing Manager
Email attendee letter to attendees	Email will include link and password to access presentations (if received ahead of time), information about the location, where registration will be, etc.	Program Coordinator
One week before the event:		
E-mail in-between slides (to be shown during the conference at start/end and between sessions with sponsor logos and/or future events), formatted name tags, delegate list, on-site registration form, CLE documents, conference evaluation forms, and registration list		Program Coordinator
Post-conference		
Upload remaining presentations to the website	Committee should forward any presentations they received onsite to Program Coordinator	Program Coordinator
Send final e-mail to attendees with link and password to access presentations that were received, as well as a link to the evaluation form		Program Coordinator
Enter all evaluations and present results to committee on a post conference call	This includes: Conference Committee, AIPN staff, Regional Conference Committee members	Program Coordinator
Send information & request the co-chairs to draft an article about the event for the Advisor		Program Coordinator

2.4 Site Selection Tips

When selecting the conference venue, it's important to consider a few things while doing your search. Look at the history of where an AIPN event has been held in years past and use it to guide your options. Perhaps there are certain locations that will attract more attendees than others. Consider the pros and cons of the various venue options.

Be sure the venue can set up a registration area for your attendees in close proximity to the general session conference room. The registration table is typically set up in the foyer or pre-function area of the conference room. Think about how you would like the room set, i.e. classroom seating, theater seating, crescent rounds. Is the room large enough to accommodate the number of attendees you are expecting? Make sure the venue has space for AV equipment in the general session rooms. Will you be needing breakout rooms during the conference? It is nice to have the breakout rooms in close proximity to the general session, if possible.

No matter what venue you pick, expect to put down a deposit on the space and be sure to ask exactly what's included in the usage fee (for example, meeting space, complimentary breakfasts, coffee breaks and additional meeting space should you need it). AIPN can make this deposit directly to the hotel.

Don't forget to think outside the hotel box if you are planning an evening event like a welcome reception or gala dinner. Consider a museum, a downtown glassed-in atrium, a botanical garden, or maybe a private club.

Before You Go

- Does the venue have certain dates available that could provide you with lower rates? Can the group have meals and functions separately?
- Send your preliminary agenda and audio visual list along before you go, as well as your room set-up requests.
- Discuss the number of attendees you'll require.
- Is the hotel ADA (wheelchair) accessible?

When You Are There

- Check out meeting rooms personally, when they are in use, if possible, as well as when they are empty.
- Check out the grounds, the ease of access, and the reception area. In hotels, check out the front-desk people and the ease of check-in and check-out.
- Do the chairs look (and, more importantly, feel) comfortable?
- Is there a convenient coat check, and is there sufficient staff to head off long lines?
- Are the meeting rooms private and sound-proof? Are they close to the kitchens? If there is a house phone in the room, can the sound be turned off? Does the staff know to keep out of the room during sessions? Are the hallways relatively quiet?
- Would it be difficult to see/hear a speaker from the back of a meeting room?
- How wide is the room? Is there room for a podium, head table, screen and whatever else you'll need?
- Are electrical points few or many and are they conveniently located?
- Is the venue itself in a safe part of the city?
- Is there adequate parking?
- Is the facility "safe"—that is, are there adequate exits that are permanently unlocked, are there proper handrails in stairwells, is there adequate lighting around exits, have the elevators been recently inspected, and so on. At least for a few minutes, think "worst case": What if there was a fire? An earthquake?
- Are there enough security guards on call?

Some Other Questions You Should Ask

- Will the facility receive and store registration boxes and delegate kits ahead of time, and if so, at what charge?
- Is there state-of-the-art audio visual equipment on hand? And the staff to do the inevitable troubleshooting?
- Is Wi-Fi included in the conference rooms? If so, at what speed and what cost? Who provides tech support?
- How soon can the rooms be set up?
- Can the facility create a message center for your attendees?
- Are there any renovation plans in the works? (If so, the noise can be a factor; there's nothing worse for speakers than to be drowned out by jackhammers.)
- Get names, email addresses and contact numbers of all the key people.

2.5 Post Conference Call Evaluation Questions

*These are questions that you may discuss on your post conference call following the conference. The post conference call should take place no more than a few weeks after the conference as it is still fresh on the committee's minds. AIPN will provide you with the conference evaluation results prior to this call.

1. Recap of registration numbers (members, non-members, countries attended)
2. Recap of conference evaluation results
3. Recap of actual costs incurred & income secured vs. budget
4. What went well?
 -
5. What could go better next time?
 -
6. What can we improve on?
 -
7. Speaker quality, were they engaging, any really great to ask back?
 -
8. Venue- good & bad, conference room, etc.
 -
9. Evening events- good & bad
 -

On the call:

3.1 Regional Chapter Conference Planning and Program Design Tips

Note: This information is provided as general guideline only and should be adjusted based on the requirements of each Regional Chapter and its available resources.

Program Component	Comment
RCC Committee	Form committee with enough, but not too many members! Three to six members is recommended.
	Establish a regular schedule of conference calls early on
Conference Goal & Objectives	Keep in mind AIPN Policies and Objectives
	What is key event goal and objective?
	Will the event goal and objective appeal to both commercial and legal attendees?
	Who is the target audience?
	What is estimated number of attendees?
	What are the budget parameters? (i.e. registration fees)
	What theme is appropriate to the goal?
	Current regional issues?
	Current industry issues?
	Is this theme being covered by any other conference?
Duration	How long? (At minimum, conference should be 1.5 days, but no more than 2 days.)
	AIPN Seminar Series offering to be done as ½ day? If so, what content, i.e. SSMC, Negotiation Skills, Oil & Gas Valuation & Economics? When?
Date	Proximity to other industry events (synchronicity or conflict?)
	Proximity to AIPN main or other AIPN regional events
	Holidays?
	Weather?
	Venue availability – meeting room options, breakout rooms options (if applicable)
Location	Proximity to attendees
	Cost of travel

	Conference venue/hospitality costs
	Visa requirements
	Adequate Security
Venue	Conference/hospitality costs
	Meeting room options
	Accommodation options
	Meal options
	Audio visual equipment & support
	Lighting & ambience
	Any no-cost options (for example AIPN Member facility?)
	Is there a venue that would attract more attendees? For either/or the conference itself or a dinner? For example a museum? Or national landmark?
	Adequate Security
	Adequate Safety: fire exits, evacuation procedures, etc.
Program Design	See the Program Template in the online kit
	AIPN Seminar Series offerings, i.e. SSMC, Negotiation Skills, etc. These sessions, if chosen, should be offered in a ½ day format, typically the day before the conference.
	Introduction/Welcome Remarks in which the Regional Chapter Director, their delegate or visiting AIPN board member introduces the conference, welcomes attendees and promotes AIPN membership & events. This can also be done at the Closing Session. An AIPN presentation is available in the Regional Chapter Toolbox; AIPN staff can also send you the latest version.
	Opening Session. The keynote speaker should energize and set the tone for the remainder of the conference or at least for the day.
	General Sessions should be designed to have a mix of presentation formats, session lengths AND a mix of session

	speakers (commercial, legal, technical, government/NOC representatives).
	Spread out intense sessions. Follow an intense session with free time (i.e. coffee break) or a lighter session.
	Schedule sessions with stimulating presentation methods after lunch. Energy levels are lowest after lunch; stimulating sessions prevent sluggishness.
	Networking. There should be plenty of time scheduled for networking opportunities, including breakfast, coffee breaks, luncheons, reception, etc. A speed networking event may also be planned. Please inquire about this with AIPN staff.
	Concurrent Sessions Option. This is an option to consider if a very large number of attendees from various industry backgrounds are anticipated. These sessions may divide attendees into groups so that an equal number of attendees attend each one, or they may be presented so that attendees have a choice of which sessions to attend.
	Closing Session. Conferences that end without a closing session send attendees away feeling a little empty. Closing sessions should uplift attendees and send them away feeling informed, renewed, and energized. Ceremonies, special videos, reports from work group sessions, or presentations made about upcoming AIPN Global/Regional events work well also.
Presentation Methods	See Presentation Methods Choice Grid. This is available for download from the online kit.

3.2 AIPN Regional Chapter Conference Session Presentation Methods

Session Format Choice Grid		
<p>1 SPEAKER KEYNOTE SPEECH 30 TO 60 MIN</p> <p>NOTES: See attached article “How to choose the right speaker for your event.”</p>	<p>1 SPEAKER SPEECH (OTHER) 30 TO 60 MIN</p> <p>NOTES: In a speech, one speaker makes a formal oral presentation. It is usually a one-way communication.</p>	<p>1 (or more) SPEAKER(S) CASE STUDY 30 TO 60 MIN</p> <p>NOTES: A case study provides a detailed report of an incident or event through either an oral or written presentation, and sometimes on film. An audience discussion may follow the presentation of a case study.</p>
<p>2 SPEAKERS + Moderator DIALOGUE 30 TO 45 MIN</p> <p>NOTES: This type of presentation requires a high skill level for presenters. Two individuals discuss issues in an in-depth conversation, but their views don't need to be different or opposing.</p>	<p>1 (or more) SPEAKER(S) = Interviewer/ Moderator INTERVIEW 30 TO 45 MIN</p> <p>NOTES: Using this method, one or more people respond to questions from an interviewer. This is particularly effective for a session in which the person being interviewed is an outsider who has expertise or skills.</p>	<p>2 to 3 SPEAKERS + Moderator SKIT 5 TO 10 MIN</p> <p>NOTES: This is a short rehearsed presentation with a planned script. The audience may or may not participate. The purposes of a skit are varied--to entertain, to shock, to illustrate, or to provoke thought.</p>
<p>2 to 3 SPEAKERS + Moderator PANEL 30 TO 60 MIN</p> <p>NOTES: This involves a group that makes an orderly presentation on an assigned topic. The audience may or may not ask questions or participate in the discussion.</p> <p>The Moderator’s role is to facilitate discussion prior to the conference to ensure that each session participant has a general idea of the scope of information that will be covered.</p> <p>In addition, the Moderator may prepare questions to draw out key points.</p> <p>In terms of timing, generally count on 15 minutes minimum per speaker.</p>	<p>2 to 3 SPEAKERS +Moderator DEBATE 30 TO 60 MIN</p> <p>NOTES: In a debate, two or three individuals or two or three teams present two or three opposing views of a common issue. Each view is given equal time. A moderator is assigned and generally the audience listens rather than participates.</p> <p>Be flexible; it is the role of the moderator to keep the presentations on schedule, raise relevant questions, and allow each presenter time to respond. What should be avoided is a series of isolated presentations by each speaker.</p> <p>In terms of timing, generally count on 15 minutes minimum per speaker.</p>	<p>2 to 3 SPEAKERS + Moderator ROLE PLAY/NEGOTIATION 45 TO 60 MIN</p> <p>NOTES: Role playing uses speakers to act out real-life situations AND/OR to negotiate in “real-time” a mock agreement. <u>There is no script per se</u>; speaker/player actions are spontaneous. A discussion with the audience usually follows the role playing.</p> <p>In terms of timing, generally count on 15 minutes minimum per speaker plus 15 minutes for audience discussion.</p>
<p>ALL ATTENDEES +Facilitator(s) BUZZ SESSION 15 to 30 MIN</p> <p>NOTES: In a buzz session the audience is divided into small groups for a limited period of time. Each group member is asked to contribute his or her ideas or thoughts. Buzz sessions can be used to develop questions for a speaker or panel, offer ideas regarding how to address an issue in the future, or react to the information that has been presented in the session.</p>	<p>ALL ATTENDEES +Facilitator(s) FACILITATED (SPEED) NETWORKING 60 TO 90 MIN</p> <p>Guidelines about the speed networking event are currently being drafted. Please contact AIPN staff for more details about this event.</p>	<p>ALL ATTENDEES + Facilitator WORK GROUPS 60 TO 90 MIN</p> <p>NOTES: Usually, the attendees are divided into groups with the goal of producing a product at the end of discussion. A group leader is selected to present the thoughts of the work group to the whole session. Everyone is given an opportunity to participate in the groups. The products of the groups may be presented immediately after group discussion or at a later session.</p> <p>This type of session can be done where each group is given a different pre-selected topic of interest OR the same pre-selected topic.</p>

How to choose the right speaker for your event

By Keynote Speaker, Nina Spencer www.ninaspencer.com

When it's your role to choose the speakers for your next annual conference, company meeting, or special event, you wield significant power over its success. Choosing the "right" presenter can mean the difference between basking in the glory of a memorable event, or baring the brunt of criticism for selecting an inappropriate speaker!

Choose "one of your own" industry presenters when:

- The information and the message to convey is highly clinical and industry specific.
- The speaker needs academic knowledge, specific background or education, to understand the nuances of your industry's history, politics and corporate culture.
- The event budget is intensely restricted, and it's too difficult to justify "outside help" when you have "passable" people in your own backyard.

Choose a Guest Speaker when:

- The themes and messages to convey are broad and universal. All industries care about Leadership, Team Building, Attitude and Behaviour around Dealing with Change, Inter-Personal Communications, Conflict Resolution, Stress Management, etc. A fine quality guest speaker will research and customize their subject of expertise, to specifically address your industry's needs.
- You suspect the audience will perceive the message to be more valuable and inspirational if delivered by an "outsider". When internal representatives address "touchy" messages, audiences may suspect hidden agendas, or wonder if the internal speaker has been "coached" by senior management. In such cases, a guest speaker is perceived as more objective. "Well if she says so...then it must be true!".
- Potential staff presenters openly admit they are not the best choice for the topic in question.

When choosing a guest speaker, consider these 9 tips:

1. *Identify your meeting's theme.* "Why are these attendees coming together? What are our objectives? What do we want these people to walk away with?" Get clear about your meeting's themes and objectives to help you narrow down your guest speaker search.
2. *What kind of guest presentation will work best for your event?* Project time frames for your agenda. A guest speaker works especially well to open or close your conference, or provide a change of pace over lunch. Audiences enjoy events that are framed with universal topics, which help bring the energy together, or point the way ahead with enthusiasm. A 45 to 60 minute keynote is very common for a guest speaker keynote. Depending on the total length of your conference, a breakout session, half or full day in-house workshop facilitation around a broad conference theme, is also valuable.
3. *What type of speaker would work best for your needs?* There's a difference between a professional speaker and a celebrity speaker, a Canadian speaker and an American. Each brings their own "magic" to a conference. The way to ensure the best fit for your event is to ask, "What are the pros and cons of each type of speaker? What is best for our audience? What is our

primary focus? Do we want this guest speaker to provide content or entertainment? Motivation and inspiration? Some of these points or all of them?"

4. *Make a list of the personality and character traits you'd like your speaker to demonstrate.* Fortright and brass tax? Humorous? Content heavy? Inspirational and motivational? Consider the "personality and chemistry" of your own good people, to ensure the right "fit" between audience and speaker.
5. *Identify your speaker budget.* Research the market to get a realistic sense of what "things" cost. Research speaker fees by gathering information on two or three presenters. Fees may differ, and if they do, explore the "deliverables" for each. Find out exactly what the quoted fee includes, e.g. travel and accommodation expenses, printing costs, etc. Will the speaker customize their presentation? Is there an additional fee for customization?
6. *Is your conference date etched in stone or is there flexibility?* Do you need to find a guest speaker who can fit into your chosen date, or can you look for the "right" speaker for your event, and then choose a date that works for both?
7. *Word of mouth* from a trusted colleague is one valuable method of exploring possibilities but, where that isn't available, consider reviewing the speaker's website to get a greater sense of their subject matter expertise, years of service, credentials, clients, and testimonials. Are references available, if you'd like to go that far? Look for evidence of a diverse group of satisfied, previous clients. Have they spoken in your industry? Are they published? Can you read a sampling of what they stand for, in print? Ask for a chance to hear a recording of one of their presentations or view the speaker's work on their YouTube Channel (<http://www.youtube.com/ninalspencer>).
8. *Do you have a pre-designed agreement for guest speaker bookings?* If not, ask if the speaker works with a contract and specific terms, e.g. a clear list of what their fee does and does not include, percentage of retainer fee to hold the date, and the terms of the balance due. Agreements work well for both parties because they clearly define all expectations and deliverables.
9. *Always insist on having the chance to talk directly with the speaker.* The phone works just fine for this opportunity, but it must be the speaker you talk with, not merely their representative! At least some of your decision may be based on a visceral intuition that this person is the "right" speaker for your event. The best way to confirm that for yourself is some form of real time, direct contact!

There are times when "one of your own" will do, but remember this well-known phrase, "It's hard to be a prophet in your own house".

Like those wonderful "Magic Eye" pictures, that don't make any sense until you pull back... a guest speaker helps the audience "get the picture" in a whole new way! All of a sudden, what was always there, but not seen, understood or accepted, becomes known to all!

3.3 Regional Chapter Conference Program Template

<AIPN staff to insert conference banner here>

PROGRAM

Note: the program can be extended up to two full days

Conference Co-chairs:

Names, Titles and Companies of Co-chair(s)

Wednesday, May 4

2:00pm - 5:30pm Seminar Series on Model Contracts Workshop (or other Seminar Series offering)
(pre-conference activity; additional registration required)

6:00pm - 8:00pm Welcome Reception

Thursday, May 5

8:30am - 9:00am Registration & Coffee

9:00am - 9:15am **Welcome and Opening Remarks**
Name, Title, and Company of AIPN Regional Director or Conference Co-Chair(s)

9:15am - 10:15am **Session One Title**
Name, Title and Company of Speaker(s)

10:15am - 11:15am **Session Two Title**
Name, Title and Company of Speaker(s)

11:15am - 11:45am Coffee Break

11:45am - 12:45pm **Session Three Title**
Name, Title and Company of Speaker(s)

12:45pm - 2:00pm Networking Luncheon

2:00pm - 3:00pm **Session Four Title**
Name, Title and Company of Speaker(s)

3:00pm - 4:00pm **Session Five Title**
Name, Title and Company of Speaker(s)

4:00pm - 4:30pm Coffee Break

4:30pm - 5:45pm **Session Six Title**
Name, Title and Company of Speaker(s)

6:00pm – 7:30pm **Networking Reception**

Sponsored by: <AIPN staff will add the sponsor logos here as they are confirmed.>

Friday, May 6

8:30am - 9:00am Registration & Coffee

9:00am - 10:15am **Session Seven Title**
Name, Title and Company of Speaker(s)

10:15am - 11:15am **Session Eight Title**
Name, Title and Company of Speaker(s)

11:15am - 11:45am Coffee Break

11:45am - 12:45pm **Session Nine Title**
Name, Title and Company of Speaker(s)

12:45pm-1:00pm **Closing Remarks**
Name of AIPN Regional Director AND/OR Name(s) of Regional Conference Co-chair(s) doing the closing.

3.4 AIPN Regional Chapter Conference Promotional Email Template

Dear Regional Chapter Conference Planning Committee and Faculty:

Thank you again for your participation in planning and presenting the _____ **Conference**, which will be held on _____ at the _____ in _____. With excellent content and speakers, we are looking forward to a stellar program this year!

With the conference quickly approaching, we would like to generate some additional word of mouth. We appreciate your efforts to help us spread the word about the conference to your partners and colleagues, personally encouraging them to attend.

Below is a sample email you can edit and forward to your contacts, and attached is a PDF of the conference brochure.

Thanks again for your participation in and support of this year's AIPN _____ Regional Chapter Conference!

Best,

FOR YOUR CONVENIENCE: Email template to forward with the conference brochure PDF to your contacts:

I have the honor of participating in _____ **Conference**, which will be held on _____ at the _____ in _____. Attached is a PDF of the program brochure — I hope you can join us!

The AIPN brings together leading members of the international energy sector — attorneys, corporate counsel, commercial negotiators, landmen, NOCs, IOCs, and related industry experts — for practical analysis and advanced discussion on current and recurring legal, commercial and ethical issues for a rapidly changing industry.

Conference highlights this year include:

-
- Multiple opportunities for networking and interaction with speakers, clients and colleagues including the [_____ cocktail/dinner/reception]

Come a day early to _____, AIPN's unique, half-day workshop. This is ideal for [_____].

See the program agenda and register online at _____. Special group registration rates are also available by _____.

4.1 Speaker Invitation Letter/Email Template

Please send final version to AIPN staff; they will place on AIPN letterhead for you

October 5, 2016

Name
Title
Company
Address
Email Address

Re: <AIPN _____ Regional Chapter Conference>

Dear <Name>,

It is with honor to invite you to give the <keynote> presentation on <subject matter> at the upcoming <2017 AIPN _____ Regional Chapter Conference> which will be held in <city> from <dates>.

The title and theme of the <AIPN _____ Regional Chapter Conference> in <city> is “The Middle East and Global Energy – A Fresh Perspective.” The conference topic will reflect the changing Middle East and the overall changes going on in our industry. AIPN is now composed of over 4,000 members in some 113 countries representing numerous international oil and gas companies, host governments, law firms and academic institutions. It is expected for this conference to attract representatives from energy companies, host governments, legal firms, and consultants from all over the world. You can learn more about AIPN by visiting our website at www.aipn.org.

The program for the conference is still being developed. However, the attached preliminary program shows that the conference will focus, and indicates the session at which you are invited to speak, and among other things, on the successes achieved by the State of Qatar and QP in the past and the aspirations for the future. We propose for your presentation, the very commencement of the program, 8:30 on 27 September 2010 and should take no longer than 45 minutes, leaving ample time for group discussion. We realize your busy schedule and if the suggested date and time are not convenient, we will be happy to consider alternative time and date that suit your schedule.

<Unfortunately, due to budget limitations, we are not able to offer any kind of honorarium or reduced registration fee for additional attendees in return for your appearance on the panel. Our sincere regrets.>

We hope you take this offer under consideration and if you should have any questions, please do not hesitate to contact us at <phone number> or <email address>.

Kind regards,

Name(s) of Conference Co-Chair(s)

4.2 Speaker Confirmation Email Template

This email should be edited based on the particular conference details. AIPN staff can also help email speakers, if needed.

Dear <Speaker name>,

On behalf of AIPN, I'd like to thank you for volunteering to speak at the AIPN <name of regional conference> in <city>! Your session details are below for your review, as well as a few items that need your timely attention.

Date & Time:

Session Title:

Conference Program

To review the latest version of the conference program, please <visit the conference website>. Please review the date and time of your scheduled session. Please send me any changes to your company information, presentation title and session description as soon as possible.

Speaker Biography & Photo

Please forward a short biography (1/2 page or less) and high resolution photograph of yourself for inclusion in the conference materials, as soon as possible. More details about the photo size can be found on the attached Speaker Guidelines document.

Speaker Registration Form

As a speaker, your conference registration is complimentary. Please fill out the attached registration form and return it to aipnevents@aipn.org.

Speaker Agreement Form

More details about the speaker agreement can be found on the Speaker Guidelines document. Please sign the speaker agreement form and email it back to me at least two weeks prior to the workshop. If you do not plan to use a PowerPoint presentation, please let me know.

Speaker Guidelines

Please take a look at this document for conference information and deadline dates. The following deadline dates are as follows:

As soon as possible

- 1) Review the conference program, including the timing, presentation title and description of your session, as well as your company information
- 2) Speaker biography & photograph
- 3) Speaker registration form

Two weeks prior

- 1) PowerPoint slides
- 2) Speaker agreement form

These documents should be emailed to me on before or on the deadline date. We are looking forward to your presentation! Please let me know if you have any questions.

Kind regards,
<Name of co-chair>

4.3 Speaker Guidelines

This should be edited based on the particular conference. AIPN staff can assist in editing this

AIPN REGIONAL CHAPTER CONFERENCE SPEAKER INFORMATION AND GUIDELINES

Thank you for agreeing to be a speaker at this AIPN regional conference. This is an excellent opportunity for you to share knowledge and information with your colleagues. This document will assist you in preparing for your session.

Key Deadline Dates:

As Soon as Possible-

- Review the conference program, including the timing, presentation title and description of your session, as well as your company information
- Speaker biography and photograph
- Speaker registration form

Two weeks Prior-

- PowerPoint slides
- Speaker agreement form

Conference Information:

- Date – <date(s) of event>
- Location – <venue name>

Conference Program:

- To review the latest version of the conference program, please visit <link to the conference web page>.
- Please review the date and time of your scheduled session. Please also pay close attention to your company information as it may be used in our promotional materials. If you have any questions or changes concerning your session, please send them to aipnevents@aipn.org and we will make any necessary adjustments.

Speaker Biography and Photograph:

- Please email a short biography (1/2 page or less) and photograph of yourself to aipnevents@aipn.org.
- Preferably, your biography should be no longer than a ½ page, and your photograph should be a high-resolution (150 to 300 dpi) digital file.
- Due Date – **as soon as possible**

Speaker Registration:

As a speaker, your conference registration is complimentary. Please fill out the conference registration form and return it to aipnevents@aipn.org.

Conference Materials:

- It is extremely important that we receive your presentation at least two weeks prior to the conference.
- Please forward the PowerPoint versions of your presentation slides, and any other supplemental information you wish to include, to <name and email of conference co-chair>.
- We ask that you place the name of the AIPN regional conference on the opening slide of your PowerPoint presentation.
- If you do not send your presentation to us beforehand, please bring your presentation with you on a memory stick and arrive at least one hour prior to your session so we can load it before your session begins.
- Due Date – **two weeks prior**

Permission to publish your presentation on the AIPN website:

- AIPN requests your permission to share your presentation with conference delegates and AIPN members. We will include the presentations on our website, password protected. A PDF version of your presentation will be available to conference attendees for three months. After three months, we grant all AIPN members access to these presentations.
- Please review the attached Speaker Agreement Form. If you grant AIPN permission to provide your presentation materials on the website to attendees and on the website to all members after three months, please sign the form and return it to aipnevents@aipn.org.
- Due Date – **two weeks prior**

Hotel Reservations and Travel Arrangements:

- Travel arrangements and hotel accommodations should be arranged directly by the speaker. These costs are not included with your complimentary registration.
- <include hotel information and reservation details here, if applicable>
- The deadline to make reservations is **<date>**.
- For more information about hotel rates, please <visit the conference website>.

Key Contacts:

If you have any questions about your presentation or its content please contact one of the conference co-chairs listed below.

<Name, Company, Phone Number, Email Address of co-chairs>

Speaker Guidelines

Below are guidelines for your review. If you have any questions feel free to contact AIPN.

- Be aware that all presentations are for attribution unless you specifically request otherwise. It is possible that media may be in attendance. Please contact aipn@aipn.org with any questions regarding media presence.
- Avoid making sales representations. While what you and your company do may be highly relevant to your selection as a speaker, it is your knowledge and insights that we want you to share, not the services you sell.
- Attempt to include global content. Conference attendees come from many countries and cultures.
- When drafting your PowerPoint presentation, be sure that everyone in the audience will be able to see the information. Use fonts that can be seen from at least 50 feet away. Don't put too much information on one slide. Use a typeface that is easy to read. Dark type on light background is recommended. Graphs and charts with lots of detail may be difficult to see, so you may want to either simplify them for presentation or print them out and use as a handout.
- Allow time for questions.

Thank you again for agreeing to speak at this AIPN regional conference. Please don't hesitate to contact us if you have any questions between now and the conference. We look forward to working with you on a successful event!

Best Regards,

AIPN

aipnevents@aipn.org

Tel: +1 281-558-7715

4.4 Speaker Bio Template

Jane Smith

Smith and Brown, LLP
200 Legal Way, Suite 200
Austin, TX 78705

Phone: (512) 222-3333
janesmith@smithbrown.com

NOTE:

The bio is included in the speaker biographies document and is also used by the presiding officer to make an introduction. This is an example of a longer one-page bio. Many presenters provide shorter (2 to 3 sentences) bios. Any length up to half a page is fine.

BACKGROUND, EDUCATION AND PRACTICE

Jane Smith is a founding partner in the Austin law firm of Smith and Brown, LLP. She enjoys a diverse practice of pharmaceutical mass torts, injury and death cases, contract disputes, real estate cases and DTPA cases.

Before practicing law in Austin, she earned her B.S. in Chemistry from The University of Houston and a J.D. from The University of Texas School of Law in Austin, where she served as an editor of the Law Review, and graduated Order of the Coif. Following law school, Jane clerked for The Honorable Nathan L. Hecht for the Texas Supreme Court.

Jane has served as conference chair of The University of Texas School of Law's *New Discovery Rules* Conference and is the author of numerous articles relating to discovery in mass tort cases. She is an adjunct professor of law at The University of Texas School of Law.

(--Optional Notes on Background and Experiences; below is an actual example submitted for a recent presentation--)

Jane contributes substantial time representing lower income individuals pro bono and working on Travis County Bar Association committees. She is an active member of the TTLA. Jane also enjoys climbing, although her abilities are mediocre. She has fallen off routes in Britain, France, Spain, Norway, as well as the U.S. Most famously, during her junior year abroad in Great Britain, as she scaled a cliff, a wave washed her into the Irish Sea; an R.A.F. helicopter rescued her, and *The National Enquirer* paid her \$100 for the story. She believes this story was a major reason for her admission to law school.



Association of International Petroleum Negotiators Speaker Agreement

1. I agree to present the following program:
 - Presentation Title: _____
 - Title of Event: _____(if applicable)
 - Event Date: _____
 - Event Location: _____(if applicable)
 - The program will cover information/topics requested by AIPN and agreed to by me.
2. I agree to make reasonable efforts to comply with all program-related deadlines provided to me by AIPN, including but not limited to deadlines for presentations, biographical information, audio visual equipment requests, etc.
3. During my presentation, I will not engage in any type of promotional marketing or selling of any product or service, and I will not disparage AIPN in any way.
4. I agree to notify AIPN's Event Planner, or my local contact, in the case of a regional event, immediately in the event that an emergency should prevent me from meeting my obligation as a speaker.
5. I grant to AIPN a royalty-free license to use, reproduce and distribute my presentation (including all handouts and PowerPoint presentations) to attendees of the above listed program prior to and/or immediately following its conclusion, and to all AIPN members three months after the program, with appropriate attribution to me. I understand that this license does not change the fact that I retain copyright ownership of my presentation, and does not prohibit me from using my presentation in any way or from allowing others to use it.
6. To the best of my knowledge, my presentation does not violate any proprietary or personal rights of others (including any copyright, trademark and privacy rights), is factually accurate, and contains nothing defamatory or otherwise unlawful. I have the full authority to enter into this agreement and have obtained all necessary permissions or licenses from any individuals or organizations whose material is included or used in my presentation.
7. I authorize AIPN to use my name, likeness, photograph, and biographical data in connection with the use and promotion of the program.
8. I provide consent for AIPN to record my presentation in audio and/or visual form. I understand that AIPN will be the sole copyright owner of the recording and can distribute and sell it, along with any supporting materials. Upon request, AIPN will provide me with one complimentary copy of the recording, however, I agree not to sell, distribute, stream over the Web, or otherwise use the recording in any way other than for my personal, archival use, except with the prior written consent of AIPN.
9. By signing this Speaker Agreement, and based on mutual consideration, I understand and agree to the above terms and conditions.

Speaker Signature

Printed Name

Date

Please return signed agreement to Chelsea Ordonez, Event Planner, via email: chelsea@aipn.org.

4.6 Speaker Thank You Email Template

Dear <Name>,

On behalf of AIPN, I would like to thank you for speaking at the AIPN <name of regional conference> in <city>. I greatly appreciate your taking the time to put together an outstanding presentation and have heard many positive comments about the quality of the presentations that were delivered.

I hope you found the conference to be interesting and worthwhile, and I look forward to the possibility of working together again in the future. In our efforts to continuously try to improve the quality of our events, I ask that you please provide any feedback you feel would help AIPN in planning future conferences. Feel free to reply to this e-mail with your comments.

Once again, thank you for speaking at the AIPN <name of regional conference>!

Kind regards,
<Co-chair Name>

Event Name: [e.g., LatAm Regional Chapter Conference]

Location: [Hotel/Venue, City, Country]

Event Dates: _____

Exchange Rate	1 USD = 15.3427 MXN	\$15.34
	1 MXN = 0.0651808 USD	\$ 0.07

1 = \$

	# attendees	Unit price (USD)	Unit price (MXN)	Total in MXN	Estimated in US\$	
REVENUE						
Conference Fees						
410	AIPN member Early Bird	0	\$0	\$0.00	\$0.00	\$0
410	AIPN member Regular Fee	0	\$0	\$0.00	\$0.00	\$0
410	Non-AIPN member Early Bird	0	\$0	\$0.00	\$0.00	\$0
410	Non-AIPN member Regular Fee	0	\$0	\$0.00	\$0.00	\$0
410	Government/NOC/Academic (50% regular member fee)	0	\$0	\$0.00	\$0.00	\$0
410	Student	0	\$0	\$0.00	\$0.00	\$0
# Paying Delegates						
	Speakers	0	\$0	\$0.00	\$0.00	\$0
	Co Chairs (2)	0	\$0	\$0.00	\$0.00	\$0
Total Delegates						
		0				
450	Conference Sponsorship	0	\$0	\$0.00	\$0.00	\$0
410	Optional Activities (self funding)					
410	Guest Fees (based on total cost of event)					
410	Reception	0	\$0	\$0.00	\$0.00	\$0
410	Dinner	0	\$0	\$0.00	\$0.00	\$0
Total REVENUE					\$0.00	\$0

	# attendees	Unit price (USD)	Unit price	Total in	Estimated in US\$	
EXPENSES						
Reception (venue name) (incl. tax and service)						
520	Rent & Occupancy	1	\$0	-\$1.00	-\$1.00	\$0
510	Beverage	0	\$0	\$0.00	\$0.00	\$0
510	Food	0	\$0	\$0.00	\$0.00	\$0
740	Audio Visual	1	\$0	\$0.00	\$0.00	\$0
600	Entertainment	1	\$0	\$0.00	\$0.00	\$0
Dinner (venue name) (incl. tax and service)						
520	Rent & Occupancy	1	\$0			\$0
510	Beverage	0	\$0	\$0.00	\$0.00	\$0
510	Food	0	\$0	\$0.00	\$0.00	\$0
600	Audio Visual	1	\$0	\$0.00	\$0.00	\$0
740	Entertainment	1	\$0	\$0.00	\$0.00	\$0
791	Other Expenses (e.g., transportation)	1	\$0	\$0.00	\$0.00	\$0
Day Delegate Rates at hotel (including breakfasts, breaks, lunches)						
510		0	\$0	\$0.00	\$0.00	\$0
740	Audio Visual Equipment in meeting room	1	\$0	\$0.00	\$0.00	\$0
790	CLE Credit Applications	1	\$0	\$0.00	\$0.00	\$0
775	Translation Services	0	\$0	\$0.00	\$0.00	\$0
690	Speaker Gifts	0	\$0	\$0.00	\$0.00	\$0
680	Registrants Gifts	1	\$0	\$0.00	\$0.00	\$0
520	Rent & Occupancy	1	\$0	\$0.00	\$0.00	\$0
560	Advertising	0	\$0	\$0.00	\$0.00	\$0
580	Telephone, Fax, Internet	1	\$0	\$0.00	\$0.00	\$0
630.1	Postage and Shipping	1	\$0	\$0.00	\$0.00	\$0
610	Student Outreach	0	\$0	\$0.00	\$0.00	\$0
640	Printing and Reproduction	1	\$0	\$0.00	\$0.00	\$0
663,664,666,668	Bank and Credit Card Fees	1	\$0	\$0.00	\$0.00	\$0
700	Speaker Travel	1	\$0	\$0.00	\$0.00	\$0
591	Materials & Supplies	1	\$0	\$0.00	\$0.00	\$0
	Contingency	1	\$0	\$0.00	\$0.00	\$0
Total EXPENSES					\$0.00	\$0
Profit/Loss						\$0

% Profit Margin on Cost #DIV/0!

5.2 Sponsorship Guidelines

The co-chairs may choose to find sponsors to help subsidize the costs of the regional conference. The sponsorships may be an overall monetary sponsorship or the sponsorship of a particular item. For example, you may choose to have each sponsoring company sponsor a certain dollar amount, like \$2,500 or another amount agreed upon between AIPN and the sponsoring company. Alternatively, you may choose to have sponsorship items, such as coffee breaks, luncheons, continental breakfasts, etc. that a company can sponsor. To see an example of sponsorship items, please see the Sample Sponsorship Opportunities document in the online kit. This document lists various items that a company can sponsor. Please note that these amounts are for example only and should be based on the actual cost of the item. Please work closely with AIPN staff while preparing this document, as some of the items may not pertain to your particular conference. Take special note of the “sponsorship recognitions” listed on this document. Not all of these may pertain or be possible for your conference and should be edited based on what’s possible.

A sponsor invitation letter template is available on the online kit. Please send the final version to AIPN staff so they can place on AIPN letterhead. Please amend this letter, as needed, to fit with your sponsorship opportunities.

Once the sponsorship opportunities are selected and a company has committed to sponsoring, please inform AIPN staff of the sponsoring company. Be aware of the sponsoring company’s invoicing and payment procedures, both internal and external, and timelines. AIPN can provide the sponsor with an invoice for payment of their sponsorship. The sponsor will pay AIPN directly. Payment to AIPN can be made by credit card (American Express, Visa or MasterCard), check (US funds drawn on a US bank only) or wire transfer. Based on your location, it may be necessary for the company to pay the hotel directly instead. If this is the case, please inform AIPN staff of the sponsorship. After the event is over you will need to provide AIPN with an accounting from the hotel of the payments they received from sponsors directly.

In addition, when a company has agreed to sponsor, AIPN will need their logo to include on the event listing and conference brochure. The required file type of the logo is vector (EPS) format.

Sponsors who wish to independently advertise the regional conference may do so, on condition that the event is advertised as an AIPN event of which they are sponsors and not as the sponsor’s own event, and **with prior review and approval of AIPN staff.**

You may choose to send the sponsor a thank you note for their sponsorship after the conference ends. AIPN staff can provide you with a template. This can be sent via email or AIPN staff can place on AIPN letterhead for you.

For more information on sponsorship, please refer to the AIPN Policies in Article 12.

5.3 Sponsorship Opportunities Template

<AIPN Staff to insert conference banner here>

SPONSORSHIP OPPORTUNITIES

Amounts are for example only and should be based on your particular expenses. If this template is used, please send to AIPN staff for review/edits before sending the prospective sponsors.

Please select your chosen sponsorship opportunity and return via email to <Conference Co-chair Name> at <email address>. Thank you for your support of AIPN!

SPONSORSHIP ITEM	AMOUNT (in US Dollars)	SPONSOR
<p>Coffee Breaks 4 packages available:</p> <ul style="list-style-type: none"> ▪ Thursday morning ▪ Thursday afternoon ▪ Friday morning ▪ Friday afternoon 	\$2,500 each	<input type="checkbox"/> Thursday morning coffee break <input type="checkbox"/> Thursday afternoon coffee break <input type="checkbox"/> Friday morning coffee break <input type="checkbox"/> Friday afternoon coffee break
<p>Continental Breakfasts 2 packages available:</p> <ul style="list-style-type: none"> ▪ Thursday morning ▪ Friday morning 	\$3,000 each	<input type="checkbox"/> Thursday morning breakfast <input type="checkbox"/> Friday morning breakfast
<p>Luncheon 2 packages available:</p> <ul style="list-style-type: none"> ▪ Thursday ▪ Friday 	\$5,000 (single sponsor), or \$2,500 per sponsor (if co-sponsors)	<input type="checkbox"/> Single Sponsor – Thursday luncheon <input type="checkbox"/> Co-sponsor – Thursday luncheon <input type="checkbox"/> Single Sponsor – Friday luncheon <input type="checkbox"/> Co-sponsor – Friday luncheon
<p>Reception or Dinner A networking <reception or dinner> to take place at <venue name>.</p>	\$10,000 (single sponsor), or \$5,000 per sponsor (if co-sponsors)	<input type="checkbox"/> Single Sponsor <input type="checkbox"/> Co-sponsor

Payment Details - Payment can be made by credit card (American Express, Visa or MasterCard), check (US funds drawn on a US bank only) or wire transfer. Please make checks payable to AIPN. AIPN will email an invoice to you and take payment directly. In some instances, the event venue may also be able to take the payment directly. Please inquire with the conference co-chair about this.

SPONSORSHIP RECOGNITION

Sponsor logos will be printed in the conference brochure. They will also be placed on the AIPN event website.

Logos: Please provide your company logo as soon as possible by return e-mail to aipnevents@aipn.org. The required file type for the logos is vector (EPS) format.

Major Events

The companies sponsoring the luncheons, reception or dinner will be invited to provide a short welcome (no more than 5 minutes) to delegates at the respective event.

Corporate Literature Distribution

Sponsors may provide corporate literature to the delegates. The literature will be made available on-site at the event registration desk. Information on delivery date, delivery instructions and amount to ship will be sent to you at least one month prior to the conference.

Specific Acknowledgment

Signage will be displayed, acknowledging sponsorship, at events specifically sponsored e.g., coffee break, luncheon, reception. This signage will display the logo supplied by the sponsor.

Delegate Gifts

Sponsors will also be able to provide a small gift, bearing their company logo, which will be distributed to each delegate upon registration. Information on delivery date and instructions will be sent to you at least one month prior to the conference.

5.4 Sponsor Invitation Email Template

Please send final version to AIPN staff; they will place on AIPN letterhead for you

October 5, 2016

Contact Name
Job Title
Company Name
Address
Email Address

Re: Sponsorship of AIPN Latin American Regional Chapter Conference, Hilton Hotel, Buenos Aires, May 8-9, 2014

Dear <First Name>,

The Association of International Petroleum Negotiators (AIPN), invites <Company Name> to sponsor the **<AIPN Latin American Regional Chapter Conference>** to be held at the <Hilton Hotel in Buenos Aires on May 8-9, 2014>. The title and theme of the conference is “<Conference Title & Theme>”.

AIPN is composed of around 4,000 members from more than 110 countries representing numerous international oil and gas companies, host governments, law firms and academic institutions and it is expected for this regional conference to attract representatives from energy companies, host governments, legal firms, consultants, and contractors. Specific topics to be addressed are outlined in the attached program.

We are seeking sponsorship to defer the costs of a number of conference activities and related expenses, such as the costs of meals and coffee breaks. <The available sponsorship opportunities can be reviewed on the attached “Sponsorship Opportunities” document.>

This AIPN regional conference will be an important industry event and, as such, will provide sponsoring companies with an excellent opportunity to present themselves to participants. Sponsors will be recognized by the inclusion of their logos in the conference brochure and on the AIPN event website. For that purpose, we would need your company logo in vector (EPS) format once your sponsorship has been confirmed.

If <Company Name> should decide to sponsor this regional conference, we ask you to contact me at <email address> or <phone number>. We would be happy to advise you as to which items remain available for sponsorship and finalize the appropriate sponsorship amounts.

Thank you in advance for your support.

Kind regards,

Co-Chair or Committee Member Name

5.5 Sponsor Thank You Email Template

Dear <Name>,

On behalf of AIPN, I would like to express my sincere appreciation and gratitude for your sponsorship of the AIPN <name of regional conference> held in <city>. It is only through the generosity of sponsors like <company name> that AIPN is able to conduct its conferences.

We hope you and your colleagues found the conference to be interesting and worthwhile. We look forward to the possibility of working together again. Thank you again for your generous contribution.

Kind regards,
<Co-chair Name>

5.6 AIPN Promotional Materials

The AIPN headquarters office can provide promotional materials for your conference. Please see below items for more details. Lead time is listed within each description. A shipping address should be provided to AIPN staff when requesting any of the below items.

Brochures

AIPN brochures can be placed out at the registration table for attendees to pick up. Please inform AIPN staff at least 1 month prior to the conference if brochures are needed.

Pop-Up Banner

Each Regional Director has an AIPN pop-up banner specific to their particular region. The Regional Director may be able to provide you with this banner to place out at the conference near the registration table. Please contact AIPN staff or your Regional Director at least 2 months prior to the conference if you would like to use the banner. If possible, arrangements will be made to have the banner shipped to you.

Speaker Gifts

AIPN headquarters has several speaker gift options with the AIPN logo available for your use. AIPN staff will need at least 2 months' notice if you would like these speaker gifts sent to you. Sufficient time is needed in case items need to be ordered. Examples of speaker gifts that may be available are pen/pencil sets, energy squares (portable charging devices), luggage tags and notebooks. Please note that these items could change and are based on availability.

If you prefer to order speaker gifts from a local vendor, you may do so. Please inform AIPN staff so they can send you the correct AIPN logo in vector (EPS) format. The AIPN Communications & Marketing Manager will need to approve the logo proof before any orders are finalized.

USBs/Flash Drives

AIPN USBs are generally used for the smaller, half day workshops that have handouts. You may load the USBs with the digital conference materials and give to attendees at the workshop. AIPN staff will need at least 2 months' notice if you would like these sent to you. Sufficient time is needed in case items need to be restocked.

Folders

AIPN folders are generally used for the smaller, half day workshops that may have several handouts. The pocket folders hold a small amount of printed papers (i.e. program, slides, and model contracts) that can be given to attendees at the workshop. Please inform AIPN staff at least 1 month prior to the event if folders are needed.

Lanyards/Neck Cords

AIPN lanyards can be worn by the attendees to display their name badges. The lanyards are typically set out at the registration table for attendees to pick-up if they choose. Please inform AIPN staff at least 1 month prior to the conference if lanyards are needed.

Conference Bags

You may choose to budget for attendees to receive a conference bag, i.e. laptop bag, backpack, or messenger bag. Because of cost, this is generally an item that is sponsored. The bag sponsor's logo & AIPN's logo are embroidered onto the bag. The bag is then "stuffed" with conference materials or goodies from each sponsoring company. This is not required, but is an option if you choose to do so. Please note that we recommend ordering these from a local vendor, as it will be more cost effective. Please inform AIPN staff so they can send you the correct AIPN logo in vector (EPS) format. The AIPN Communications & Marketing Manager will need to approve the logo proof before any orders are finalized.

AIPN Conference Sponsor Signage

Sponsor signage may be designed & ordered by AIPN for your conference. These signs are not required, but can be ordered, if needed. The signs are made of foam core and need to be placed on an easel onsite. Signs may be made for each sponsored item, i.e. coffee break, luncheon, reception, etc. Overall conference sponsor signs can also be ordered. Please inform AIPN staff at least 2 months prior to the conference if signage is needed. AIPN must have the vector (EPS) format of all sponsor logos in order to do this.

6.1 Seminar Series on Model Contracts - Event Guidelines for Regional Chapters

There is great interest from regional chapters to organize a Seminar Series on Model Contracts (SSMC) and offer it to their local members. AIPN has formulated policies around planning an SSMC as well as regional events. When planning a regional SSMC, the Seminar Series on Model Contract's Policy (article 20 of the AIPN Policies document) should prevail with regard to content and speakers. Organization of Chapter Events (article 6.3) should be followed with regard to the coordination of the event, budget and program approval. In addition to following these policies, below are guidelines that should be followed by the regional chapter when planning an SSMC.

Factors to consider when planning a Regional SSMC:

- The Regional Chapter Director should include the VP Regions, VP Model Contracts and the AIPN Education and Event Coordinator in the initial planning phases of the Regional SSMC.
- Location and timing of the Regional SSMC should be agreed upon with the VP of Model Contracts and the VP Regions to ensure a fit with the overall AIPN calendar and availability of the AIPN Education and Event Coordinator to assist with organization.
- An initial planning meeting should be held with all parties involved and subsequent planning meetings leading up to the date of the event should be scheduled to ensure quality control and budget controls are being followed.
- Once preliminary plans to hold a Regional SSMC have been determined, the Regional Director will create an outline of the program and a preliminary budget. Should the event budget expenses exceed \$10,000, the budget and program must be submitted to the Board for approval by the Regional Director. The Education and Event Coordinator can provide templates for a budget and program, if needed.
- Either VP Regions or VP Model Contracts will report to the Board on the progress of the event.
- The SSMC policy will be applied with regard to content and selection of speakers.
- Regional Event policies regarding the planning and organization of chapter events will be followed.
- When planning the Regional SSMC, it is important to allow for sufficient time to plan the program and find speakers as well as select a proper venue to be contracted and sufficient notice provided to members to register. A minimum of 6-8 weeks is recommended.

See below article 20 and article 6.3 of the AIPN Policies document for further details and procedures regarding organizing a Regional SSMC.

20. SEMINAR SERIES ON MODEL CONTRACTS POLICY

20.1. Intent and Objectives

The Seminar Series is intended as a flexible, educational resource that can be deployed with a minimum of advance planning, cost and logistical support. The objectives are to educate participants on AIPN's model contracts using a practical approach; demonstrate AIPN's expertise in the subject matter; and promote the use of AIPN's model contracts and the benefits of AIPN membership.

20.2. Content and Venues

As a general rule, each seminar will be comprised of a half day or full day lecture session, with a focus on 1 to 4 model contracts (i.e. up to 2 contracts in a half-day session and up to 4 contracts in a full day session). The selected contract(s) should be of particular interest to the participants of the specific seminar, having regard to the region or event in which the seminar is presented. The primary teaching materials shall be the existing education module for a model contract (where available), as well as a copy of the relevant model contract and the associated guidance notes. Other teaching materials may be used in the discretion of the instructor, and if approved by the Vice-President of Model Contracts. A seminar may be held as part of or in conjunction with (i) a conference or event organized by a Regional Chapter, (ii) a conference or event organized by AIPN, such as the International Fall Conference, (iii) an industry conference or event in which the Board of Directors or Executive Committee has approved AIPN's participation, (iv) a promotional outreach effort by AIPN to an NOC or other organization, as approved by the Board of Directors or Executive Committee, or (v) any other event or for any other purpose as approved by the Board of Directors or Executive Committee.

20.3. Faculty

Consideration should always be given to using the best faculty available. When determining the faculty composition for a specific seminar, it is important to weigh the following aspects: specific knowledge of the subject matter, expertise, presentation skills, and cultural/regional application of the materials. Faculty for each Seminar shall be approved by the Vice-President of Model Contracts together with either the Vice-President of Regions or the Vice-President of Education.

20.4. Seminar Fee

The seminar fee should be affordable to the AIPN membership and maintain its cost effective status among other commercial seminars/undertakings.

20.5. Budget

The Vice-President of Model Contracts may propose an annual budget for the Seminar Series for approval by the Board of Directors.

For each seminar, the organizers thereof shall prepare a specific budget for the seminar for submission to the Vice-President of Model Contracts for approval well in advance of any commitments or announcements to the members or general public. While it is preferable not to have a negative net revenue for a seminar, the Vice-President of Model Contracts may determine, because of the subject matter of the seminar or the proposed venue, that a break-even outcome or even a limited risk of negative net revenue might occur and will be permitted if the seminar meets the long-term objectives of the organization. Positive net revenue will accrue to the AIPN.

20.6. Reimbursement of Faculty Expenses

Each prospective faculty member should first request that his/her employer bear the cost of travel and accommodations for participating in a seminar. In the event that employer reimbursement is not approved, the AIPN may, with prior approval of the Vice-President of Model Contracts, reimburse in accordance with AIPN travel policy the cost of travel and accommodations from the annual budget for the Seminar Series.

When consideration is given to reimbursement from the annual budget for the Seminar Series, the following factors will be weighed: the importance of the faculty member to the overall delivery of the program; availability of alternative/replacement faculty that have comparable knowledge and expertise of the subject matter; the importance of maintaining the high quality of the seminar; and the availability of funds in the annual budget for the Seminar Series. The Vice-President of Model Contracts and the Vice-President of Regions will approve the specifics of travel and accommodation costs based on the approved budget for the seminar and the following guidelines:

20.6.1. Airfare

- (a) The lowest non-refundable airfare available should be considered unless otherwise approved.
- (b) For one or more continuous flights (not counting connection time, but using the most direct routing) of less than six (6) hours duration, airfare should be booked in economy class.
- (c) For one or more continuous flights (not counting connection time, but using the most direct routing) of six (6) hours or more in duration, airfare may be booked in business class.

20.6.2. Accommodations

- (a) Hotel accommodations should generally be at the same hotel as the seminar, except where a faculty member selects a hotel of lesser cost near the venue of the seminar.
- (b) Reasonable miscellaneous costs (e.g. taxis, subways, meals, etc.) will be reimbursed by the AIPN, but the faculty member should attempt to minimize such expenses.

20.6.3. Expense Reporting

Whenever travel or accommodation costs are to be charged to the AIPN's annual budget for the Seminar Series, the faculty member claiming reimbursement for such costs shall complete and submit an expense report, on a form provided or approved by AIPN, with supporting receipts.

20.7. Committee

The Board of Directors may establish a committee to promote the objectives of this policy. The chair or co-chairs of the committee shall be approved by the Board of Directors or Executive Committee and shall report to the Vice-President of Model Contracts.

20.8. Administrative Support

As a general rule, efforts should first be made to utilize local administrative support from the conference or event in conjunction with which the seminar is being held. Such support may be supplemented with AIPN funding if it cannot be provided free of cost, subject to the approval of the Vice-President of Model Contracts.

As an exception to the general rule, a request may be made to the Executive Director and President for on-site support from any of the AIPN full-time staff members under the following circumstances:

20.8.1. in the event that local support is not readily available; or

20.8.2. where the use of AIPN staff for local support would be particularly advantageous to AIPN's visibility or the effectiveness of the seminar. Consideration should also be given to an overall objective of building and maintaining a knowledge base within AIPN's full time staff on how to manage, administer and/or support AIPN-specific events.

Upon receipt of such a request, the Executive Director and President will assess the availability and impact on the current workload and work plans of the organization. With the approval of the Vice-President of Model Contracts, the expenses for travel and accommodation of the staff member shall be covered by the AIPN's annual budget for the Seminar Series. If not approved, the organizers of the seminar in coordination with the Executive Director and President shall consider alternative arrangements for support.

6.3. Organization of Chapter Events

Each Regional Director shall be free to decide upon the format and content of any events organized by the Chapter within the following guidelines:

6.3.1. Chapter events should serve to further the purpose of the AIPN as set out in the By-Laws and in the AIPN Business Plan applicable from time to time.

6.3.2. Each Chapter shall attempt to hold a minimum of 4 Chapter events per year unless otherwise agreed between the Regional Director and the Vice President of Regions.

6.3.3. The Regional Director, in coordination with the Vice President of Regions, must submit an outline of the program and an outline budget for any event which is planned as a one day event (or longer) and such event will, at the discretion of the VP Conferences, be monitored by the Vice President of Conferences in accordance with usual AIPN conference management procedures. Where the budgeted expenses of any event are in excess of \$10,000, a draft program and budget must be prepared and submitted to the Board for approval, which event will subsequently be monitored by the Vice President of Conferences in accordance with usual AIPN conference management procedures.

6.3.4. Chapter events must be open to all AIPN members and registration/invitations to attend must be extended to all AIPN members through the AIPN website, the sending of emails to all members and in the Advisor. However, where there are space limitations, invitations to the Chapter members can go out first in time.

6.3.5. Any AIPN events which are not Chapter events shall be promptly notified to the relevant Regional Director in order to keep the Regional Director informed of any such events and to ensure coordination between different events.

6.3.6. All events must be published and advertised as AIPN events and invitations and/or programs must show that clearly by displaying the AIPN logo on the top of the document with any sponsors acknowledged by inclusion of their name and/or logo at the bottom of the page of the document. Consistent with the policies on Sponsorship and Joint Promotion in Section 6.4 below, this also applies where it is proposed that an event be organized jointly with another institution or conference provider.

Any publicity material for such a joint event must prominently carry the AIPN logo as a joint organizer or co-sponsor.

6.3.7. Each Chapter shall include a disclaimer on any documents produced by it or any views expressed at any Chapter meetings to the effect that they do not necessarily represent the views of the AIPN or any of its members and the AIPN and Chapter disclaims any liability whatsoever for them.

6.3.8. The Chapters shall be entitled to organize registration for Chapter events through the on-line facilities managed by the AIPN.

6.3.9. Where contracts are required to be entered into, they must be signed by the Regional Director on behalf and in the name of AIPN. The Regional Director is authorized to enter into contracts for the purpose of organizing a Chapter event in accordance with Sections 3.9.4 and 3.9.5 provided the Chapter's total outstanding contract liabilities for each event at the time of signature are no more than a maximum of \$10,000. Where the total outstanding contract liabilities for an event will exceed \$10,000 the Regional Director must obtain advance written approval from the Treasurer, President or President-Elect before entering into any further contract or contracts. It shall be at the discretion of the Regional Director (who may seek the advice of the Vice President of Regions) whether any contract should be subject to review of the Legal Committee.

6.2 AIPN Regional Chapter Seminar Series Guidelines **DRAFT**

AIPN Seminar Series offerings are being expanded to not only include AIPN model contracts, but negotiation skills, oil & gas valuation and economics, and more. Guidelines for these Seminar Series offerings are currently being developed with regard to content and speakers. Descriptions of past seminars are listed below. For more information or if interested in holding one of these offerings in your region, please contact AIPN staff directly.

Risk Mitigation Workshop

This two-part workshop on risk mitigation is not to be missed! Owen Anderson will start off the workshop covering indemnities in JOAs and in service agreements. John Bowman and Carolina Azeredo Guerra will round out the workshop and dive deep into contract stabilization.

Although contractual allocation of risk of loss from oil and gas operations has been a key concern of petroleum negotiators, risk allocation has become especially important because of hurricanes in the Gulf of Mexico and several oil spills, most importantly the Macondo spill in 2010. The workshop will discuss the most important risk allocation clauses, including exculpatory clauses and indemnity clauses, that are included in modern joint operating agreements and in modern petroleum drilling and services contracts, including contract strategies to minimize risk.

Contract stabilization mechanisms represent the first line of defense and the primary means for protecting the international oil company's upstream investment from adverse governmental action, in the form of the Sovereign's exercise of its legislative competence, to undermine or deprive the investment of its value. This workshop offers attendees a systematic introduction to the many types of contract stabilization - among them, "freezing," allocation of risk, renegotiation, and even anti-stabilization nullification provisions - by two experts who analyze, draft, negotiate, and enforce these provisions on a daily basis.

This workshop should be beneficial to technical, managerial, legal and negotiator personnel that work with or under host government instruments and joint operating, drilling, or petroleum services agreements. Attendees will gain an appreciation for why fair and effective risk allocation is important and how and why the AIPN model forms allocate risk in particular ways and how and why stabilization provisions can minimize political risk. The workshop will also address enforceability of risk allocation contract provisions. Attendees will leave being better prepared to negotiate fair and effective risk allocation provisions and to recognize unfair, inefficient, or unenforceable provisions.

Introduction to Negotiations

Do you know what kind of negotiator you are? Toufic Nassif and Marleen Bergman, faculty of AIPN's Negotiations Skills Workshop, will examine some of the types and styles of international negotiations and help you to identify your negotiation style(s) and comfort areas. During the seminar they will also help you to examine how to improve your negotiation effectiveness. Join us to develop and improve one of your most useful skills, under the guidance of some of the most experienced international negotiators.

Oil & Gas Valuation and Economics

Join us for a distilled version of the AIPN Oil and Gas Asset Valuation and Decision Analysis Workshop! Based on the annual, highly sought after workshop, this mini-Valuation Workshop will give attendees an overview of understanding deterministic and probabilistic project valuation methods, risk management, and fiscal system design. This interactive workshop is designed to appeal to a wide range of professionals with legal, technical and commercial backgrounds.

Geology and Engineering Basics for Oil and Gas Reserves – From Rocks to Dollars

Presented by Netherland, Sewell & Associates, Inc. this workshop will give you an introduction to the valuation of petroleum assets from a technical perspective. The program is designed to help you gain a better understanding of the various aspects of evaluating hydrocarbon reserves, as well as learn how to use reserves reports and studies. It begins with a high level overview of key technical basics of reservoirs including hydrocarbon in-place estimates, seismic mapping, petroleum geology and petrophysics and follows through to how these key factors result in reserves and recovery factors and on to reserve reports. This will give you an appreciation of how the technical work underlying a project or asset get transformed into critical financial data that the banks and shareholders focus on, as well as an understanding of how to interpret things you might see in press releases.

Seminar Series on Model Contracts: Joint Operating Agreement (JOA)

The Seminar Series on Model Contracts will be a hands-on, interactive workshop with emphasis on engaging each participant in direct problem solving in the practical use and application of the AIPN Joint Operating Agreement. Topics will include fundamental decisions involving indemnities, operator liabilities, creditworthiness, and default, as well as key choices involving options and alternatives. The workshop will provide an ample opportunity for questions, answers and audience participation. Experience-sharing will be encouraged.

JANUARY 21, 2015 • MEXICO CITY, MEXICO • MARQUIS REFORMA HOTEL

THE MEXICAN ENERGY INDUSTRY: AIPN IN THE CHANGING ARENA

In December of 2013 Mexico amended its constitution to eliminate all restrictions against the participation of the private sector in the hydrocarbons industry, including exploration and production and midstream and downstream activities. Pemex will no longer monopolize any segment of the industry. In August of 2014 the Mexican congress passed a new Hydrocarbons Law setting forth Mexico's new energy policy reflecting the new constitutional framework and outlining the terms and conditions under which the private sector can now participate in the industry.

The Latin American Regional Chapter (LARC) of the AIPN invites AIPN members and non-members from all over the world to gather in Mexico City for a conference on Mexico's new energy policy on exploration and production and midstream and downstream activities and the role that the AIPN can play in the development of Mexico's significant hydrocarbons resources in a climate of free markets and competition.



Thanks to conference sponsors



Association of International Petroleum Negotiators
www.aipn.org

JANUARY 21, 2015 • MEXICO CITY • MARQUIS REFORMA HOTEL

THE MEXICAN ENERGY INDUSTRY: AIPN IN THE CHANGING ARENA



LARC CONFERENCE PROGRAM

Wednesday, January 21

- 8:00 AM – 8:45 AM **Registration**
- 8:45 AM - 9:00 AM **Welcome and Opening Remarks**
Jorge Jimenez, Partner, LVHS
- 9:00 AM - 9:30 AM **Presentation on AIPN and Discussion on Forming the Mexico Subchapter**
- 9:30 AM - 10:15 AM **Mexico E&P Agreement Model**
Luis Fernando Herrera Fallas, Assistant Director General of Hydrocarbons, Ministry of Energy
- 10:15 AM - 10:45 AM **Coffee Break**
- 10:45 AM - 12:00 PM **Issues of the Fiscal Regime Under the E&P Contracts**
Moises Orozco, Administrator General of Hydrocarbons, Ministry of Finance
Julio Santaella, Executive Coordinator, Mexican Petroleum Fund
Salvador Ugalde Mancilla, Head of Hydrocarbons Unit, Secretaria de Hacienda y Credito Publico
- 12:00 PM - 1:00 PM **AIPN Model Agreements: Bringing International Experience to the Mexican Arena**
Carlos Ramos Miranda, Partner, Hogan Lovells
Jose Valera, Partner, Mayer Brown
- 1:00 PM - 2:15 PM **Networking Luncheon**
- 2:30 PM - 3:30 PM **Addressing Technical and Environmental Risks**
Gerald Morton, General Counsel & VP-Business Development, Carrizo Oil and Gas, Inc.
Paolo Solano, Commission on Environmental Cooperation - NAFTA
- 3:30 PM - 4:15 PM **Midstream and Downstream Liberalization**
David Madero, CEO, CENAGAS
- 4:15 PM – 4:30 PM **Coffee Break**
- 4:30 PM - 5:30 PM **Round Table and Debate**
Jose Valera, Partner, Mayer Brown
Jorge Jimenez, Partner, LVHS
Jose Luis Herrera, Senior Associate, Hogan Lovells
Nicolas Borda, Partner, Greenberg Traurig
- 5:30 PM - 6:00 PM **Closing Remarks**

*AIPN reserves the right to change the program and speakers unannounced at any time.

Note: This event will be conducted in English.

Jose Luis Herrera, Senior Associate, Hogan Lovells
Jose Valera, Partner, Mayer Brown

*AIPN reserves the right to change the program and speakers unannounced at any time.
Note: This event will be conducted in English.

AIPN ASIA CHAPTER COURSE

FEBRUARY 8 - 10, 2015 • KUALA LUMPUR, MALAYSIA

KUALA LUMPUR CONVENTION CENTRE

NATURAL GAS - FROM PSC TO LNG



Join AIPN's Asia Regional Chapter for its course "Natural Gas – From PSC to LNG," which will focus on the full value chain of issues associated with the exploration, development, production and commercialization of conventional natural gas in Asia. It will begin with the natural gas aspects of granting instruments (PSCs, concession agreements and service contracts) and JOAs, then move into (pipe) gas sales agreements and transportation agreements, and finish with a review of the basics and key issues associated with LNG Master Sales Agreements and Sale and Purchase Agreements.

The course will include two full days of class-room presentations, with time for interaction with the faculty throughout the lectures. The course will be taught by oil and gas lawyers and commercial negotiators who have hands-on experience with each of the areas they will be teaching.



Association of International Petroleum Negotiators
www.aipn.org

February 8 - 10, 2015 • KUALA LUMPUR, MALAYSIA

NATURAL GAS - FROM PSC TO LNG



COURSE PROGRAM

Sunday, February 8

6:30 PM - 9:30 PM **Welcome Reception and Registration at Impiana Hotel, Cedar on 15 (13 Jalan Pinang, 50450 Kuala Lumpur)**

Monday, February 9

8:00 AM – 8:15 AM **Registration and Coffee at Kuala Lumpur Convention Center, Room 406-407**

8:15 AM - 8:30 AM **Welcome and Safety Briefing**

8:30 AM - 8:45 AM **Opening Address - The Integrated Natural Gas Business: Understanding the Commercial Challenges**

Datuk Abdullah Karim, Vice President and Venture Director, LNG Projects (Domestic), Upstream Business, PETRONAS

8:45 AM - 9:45 AM **Scene Setting: E&P – Exploration, Development & Production**

9:45 AM - 10:30 AM **Natural Gas Aspects of Granting Instruments: Production Sharing Contracts, Concession Agreements, Service Contracts & JOAs**

10:30 AM - 11:00 PM **Coffee Break**

11:00 AM - 12:30 AM **Continue - Natural Gas Aspects of Granting Instruments: Production Sharing Contracts, Concession Agreements, Service Contracts & JOAs**

12:30 PM - 1:30 PM **Lunch**

1:30 PM - 3:00 PM **Gas Sales Agreements**

3:00 PM - 3:15 PM **Tea Break**

3:15 PM - 5:15 PM **Continue - Gas Sales Agreements**

7:00 PM - 9:30 PM **Dinner at Impiana Hotel, Banquet Hall No. 1 (13 Jalan Pinang, 50450 Kuala Lumpur)**
En Adif Zulkifli, Vice President, MPM, Upstream Business, PETRONAS

February 8 - 10, 2015 • KUALA LUMPUR, MALAYSIA

NATURAL GAS - FROM PSC TO LNG



COURSE PROGRAM (continued)

Tuesday, February 10

8:00 AM - 8:30 AM	Coffee
8:30 AM - 8:45 AM	Recap of Previous Day
8:45 AM - 10:30 AM	Gas Transportation/Balancing Agreements
10:30 AM - 11:00 AM	Coffee Break
11:00 AM - 1:00 PM	LNG Master Sales Agreement; Sale & Purchase Agreements
1:00 PM - 2:00 PM	Lunch
2:00 PM - 3:00 PM	Continue - LNG Master Sales Agreement; Sale & Purchase Agreements
3:00 PM - 4:00 PM	Wrap-up and Tea

A New Hope?

The Unconventional Story in Central-Eastern Europe



Europe-Africa
Chapter

May 31 - June 1, 2012 | Parkhotel Schönbrunn | Vienna, Austria

CONFERENCE PROGRAMME*

Event Co-Chairs

Thomas Teyssen, Head of New Ventures, RAG Petroleum

Greg Hammond, Partner, AKIN GUMP

Gabor Zelei, Head of Upstream Business Development, MOL

THURSDAY, May 31, 2012

8:00 – 8:30 a.m. **Registration & Coffee**

8.30 – 12.30 p.m. **Valuation Workshop (Optional)**

Chris Moyes, Moyes Co.

Dee Patterson, Moyes Co.

Chris Moore, Moyes Co.

AIPN Seminar Series on Model Contracts (Optional)

“Farm-out and the Gas Balancing Model Contracts”

Ariel Kaufman, Co-chair of AIPN Gas Balancing Agreement

Ágnes Szunai, Legal counsel, MOL

12:30 – 1:30 p.m. **Lunch (Workshops and Conference attendees)**

1:30 – 1:45 p.m. **Conference Opening**

1:45 – 3:45 p.m. **Session 1: Improving Security of Supply**

Moderated by **Thomas Teyssen**

Case 1: Hans-Jürgen Handler, Head of Unconventionals, RAG Petroleum

“Impact of political, social & fiscal changes on E&P business models and security of supply”

Case 2: Bohdan Bartoszewicz, CFO, Orlen Upstream

“Unconventional prospects in Poland. Opportunities and challenges.”

Case 3: Tomasz A. Gryżewski, Corporate Affairs Manager, Talisman Energy Polska

Case 4: Károly Kiss, Advisor, MOL

“Unconventional exploration projects in the Central European environment”

3:45 – 4:15 p.m. **Break**

4:15 – 5:45 p.m. **Session 2: Similarities and Differences in Europe and in US**
 Greg Hammond, Partner, AKIN GUMP (Europe)
 Gergely Légrádi, Partner, Oppenheim (Central Europe)
 Chris Moyes, President, Moyes & Co. (US)

7:30 p.m. **Gala Dinner**, Wiener Rathauskeller, Rathausplatz 1, Vienna

FRIDAY, June 1, 2012

8:30 – 9:00 a.m. **Coffee**

9.00 – 10.30 a.m. **Session 3: Economics in the Volatile Environment**
 Moderated by **Gábor Zelei**
 Case 1: Menno Koch, Lambert Energy Advisory
 “Will European unconventional success dampen or amplify future gas price volatility?”
 Case 2: Pierce Kirby, Raiffeisen
 Case 3: Coen Leo, Sorgenia

10:30 – 11:00 a.m. **Break**

11:00 – 12:30 p.m. **Session 4: Challenges in the Service Arena**
 Moderated by **Chris Moyes**
 Case 1: Belgin Baser, Schlumberger Oilfield Services
 Case 2: Holger Kinzel, Sr. Account Manager, Weatherford
 “it's about the entire process -- From Basin Studies to Water management”
 Case 3: János Bock, Well Logging Manager, Geoinform
 “Perforating and production logging job in a HTwell in Hungary”

12:30 – 12:45 p.m. **Conference Closing**

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* *AIPN reserves the right to change the program and speakers unannounced at any time*