

- between the participating societies. Once the Memorandum of Agreement is signed by all parties involved the meeting request form will be submitted to the Meetings Review and Planning Committee (MRPC).
3. The Memorandum of Agreement (MOA) and budget of a Partnered or Operated conference must be reviewed and approved by the Board and signed by the SEG Business Office, the host society, and any other co-sponsoring organization participating in financial risk and profit.
 4. Any revisions in the MOA or budget (over \$5,000) after formal signing must be approved by the SEG Business Office.
 5. All subsidiary contracts or agreements related to facilities' leases, food and beverage, etc., will be reviewed by the Global Events Operations Team and signed by the Executive Director.
 6. Board recommendations:
 - a. Policy on recognition of conference and exposition host societies and co-sponsors:

All officially approved event sponsors and participating organizations must be clearly identified by name and the appropriate title (i.e., co-sponsor, host, etc.) in all event publicity including promotional slides and banners, announcements and advertisements in publications, and all official printed materials. A general rule of thumb should be: where one sponsor is mentioned orally or in writing, the names of all other participating or supporting societies should also be mentioned or listed.
 - b. Term of co-sponsorship for Partnered and Operated Conferences:

Shall follow the clauses outlined in the Memorandum of Agreement.
 - c. Partnered and Operated Events – two-year advance planning:

It is suggested that SEG support for Partnered and Operated events should be considered and approved not less than two years in advance of the proposed event dates.
 7. Within thirty (30) days of the conclusion of the event, a summary report concerning the event is to be submitted to the SEG by the lead SEG-appointed representative.

IV.2.C. SEG LEVELS OF SUPPORT FOR GLOBAL CONFERENCES/EXPOSITIONS

Note: The Society of Exploration Geophysicists recognizes three different Levels of SEG Staff Support in the Production of Global (non-North American) Conference and/or Exposition Events. These Levels of Support are delineated below accompanied by a brief description of the principal support efforts which define each of the three Levels. The Level of Support by the SEG staff for each event must be approved by the SEG's Meetings Review and Planning Committee and the SEG's Board of Directors if the event is not supported by a Memorandum of Agreement or Memorandum of Understanding. Normally a Level of Support is designated for events in which SEG and one or more organizations are co-organizers.

SEG wishes to emphasize the responsibility it feels it has to support and encourage its own members wherever they may be around the world. SEG recognizes the sensitivity such support will bring when it organizes event activities inside geographical areas other associations consider to be in their "territory."

IV.2.C.1. Levels of Support

Promoted:

- Publicity listing published in Calendar of Meetings in TLE.
- General Publicity listing in the Events Calendar on the SEG Web Site limited to the event title, location, dates, brief event description, link to the meeting organizer's Web Site, if such a site exists.
- Listing in SEG's e-newsletter(s) prior to the event.

Partnered:

- **SEG Occupies Role of Secondary Operator**
This Level places SEG in the role of Secondary Operator but includes support of the SEG Global Event Operations Team and SEG Marketing staff members in all areas of production of the event.
- **Memorandum of Agreement**
All responsibilities of both SEG and the Primary Operator shall be set forth in detail in a formal Memorandum of Agreement.
- **Appointment of Organizing Committee Members**
SEG will appoint a General Co-Chair of the event and a Co-Technical Program Chair for the Organizing Committee.
- **Marketing**
SEG Marketing Department will work with assigned Global Event Operations Team planner and event partner's marketing department on promotional advertising and create a marketing plan for the event.

Note: all material submitted to SEG for inclusion on its Web Site must be prewritten and edited (in English) to final form and must be submitted in digital form in PDF format. Pages submitted in PDF must be no larger than A4 format.

- **Calendar of Meetings:** a listing in the Events Calendar on the SEG Web Site limited to the event title, location, dates brief event description, link to the meeting organizer's Web Site, if such a site exists.
- A webpage on the SEG Website may be built, linked to from the calendar events page, and whose content may be organized in the following way:
 - **General information:** General event information, meeting details, dates, location, contact information, a graphic of the event logo, Announcements, and a link to the organizers' main event Web Site.
 - **Technical Program information:** Technical Program Call for Papers which should include the Technical Program intent, specific subjects to be addressed, abstract parameters, and format, along with submittal information.
 - **Event forms:** Links, if available from the organizer, will be provided for the Event Forms (e.g., Registration, Housing, Exhibitor Prospectus, Sponsorship.)

- Other Marketing: The event will be listed in SEG's e-newsletters and Partner emails in addition to being promoted on SEG's Social Media platforms.
 - SEG will market the event as outlined in the Memorandum of Agreement.
- Marketing in TLE to include:
 - Calendar of Meetings: listing of the event in the published Calendar of Meetings.
 - Advertising in TLE: TLE will run a four-color advertisement in one issue based on space availability.

Operated:

- SEG Occupies Role of Primary Operator
This Level places SEG in the role of Primary Operator which carries the added responsibility of the Leadership Role for all aspects of the event production as well as primary support from SEG's Global Event Operations Team and other SEG staff members.
- Memorandum of Agreement
All responsibilities of both SEG and the Secondary Operator shall be set forth in detail in a formal Memorandum of Agreement.
- Appointment of Organizing Committee Members
SEG will appoint a General Co-Chair of the event, and a Co-Technical Program Chair for the Organizing Committee.
- Publicity on the SEG Web Site:

Note: all material submitted to SEG for inclusion on its Web Site must be prewritten and edited (in English) to final form and must be submitted in digital form in PDF format. Pages submitted in PDF must be no larger than A4 format.

- Calendar of Meetings: a listing in the Events Calendar on the SEG Web Site limited to the event title, location, dates brief event description, link to the meeting organizer's Web Site, if such a site exists.
- A webpage on the SEG Website will be built, linked to from the calendar events page, and whose content may be organized in the following way:
 - General information: General event information, meeting details, dates, location, contact information, a graphic of the event logo, Announcements, Housing, Sponsorship Information, Exhibitor Prospectus, Program, etc.
 - Technical Program information: Technical Program Call for Papers which should include the Technical Program intent, specific subjects to be addressed, abstract parameters, and format, along with submittal information.
 - Event forms: Links, when available, will be provided for the Event Forms (e.g., Registration, Housing, Exhibitor Prospectus, Sponsorship.)

- Other Marketing: The event will be listed in SEG's e-newsletters and Partner emails in addition to being promoted on SEG's Social Media platforms.
 - SEG will market the event as outlined in the Memorandum of Agreement.
- Marketing in TLE to include:
 - Calendar of Meetings: listing of the event in the published Calendar of Meetings.
 - Advertising in TLE: TLE will run a four-color advertisement in at least one issue based on space availability.
 - Publicity in the membership e-newsletter(s) to include:
 - Title and short description to appear in the month preceding the close of registration with a link to the SEG website.

IV.3. OFFSHORE TECHNOLOGY CONFERENCE (OTC)

The OTC provides a forum for exposure of technical papers and SEG realizes income from OTC, by a formula reflecting, generally, the proportionate number of SEG members registered at the meetings over a period of time. Several mailings to the membership are made during the year to encourage members to submit papers and attend OTC.

The Immediate Past President is assigned responsibility for maintaining liaison with SEG's Representatives to the OTC Board of Directors and OTC Technical Program Committee, and with the Development & Production Committee, should advise SEG's President of his nominations for Representatives to the OTC Board of Directors, when required (every four years), and the OTC Technical Program Committee (annually), prior to concluding his/her term as Immediate Past President. Nominees for those positions are normally considered by the Board at its August (summer) meeting. The Immediate Past President should consult with the President on nominees for SEG's Representative to the OTC Board of Directors and with the Chair of the Development & Production Committee, for recommendations concerning nominees for SEG's Representative to the OTC Technical Program Committee prior to presenting his/her recommendations for consideration by the Board. If SEG Representatives to the OTC Board of Directors or Technical Program Committee are unable, for any reason, to complete their assignment, the Board should immediately appoint a successor.

IV.4. CONTINUING EDUCATION

IV.4.A. OBJECTIVES AND SCOPE OF BUSINESS OFFICE STAFF ACTIVITIES

To promote, schedule, manage, and operate the Continuing Education Program (CE), relieving the committee of all responsibilities except those stated in the Procedures Manual.

To be responsible for all financial matters, including the setting of registration fees.