



# SPE Workshop: Digital Transformation

6-7 November 2024  
Rio de Janeiro | Brazil

## SPONSORSHIP CONTRACT

This Sponsorship Contract will become a binding contract if the sponsor satisfies and agrees to Sponsorship Policies as set forth in this Contract. The individual signing this agreement warrants that he/she has the authority to bind contractually the organization contracting for the sponsorship.

### CONTACT INFORMATION \*

*\*Required: All information must be filled in completely before submitting*

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

URL Page Link: \_\_\_\_\_

### OPPORTUNITY SELECTED

Sponsorship: \_\_\_\_\_

### PAYMENT DUE

**Payment accepted in US dollars (USD) only.**

*Refer to Payment Policy on Page 2*

**Sponsorship Total:**

100% Due with Contract USD \_\_\_\_\_

### BILLING INFORMATION FOR INVOICING \*

*\*Required: All information must be filled in completely before submitting*

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

City/State/Province: \_\_\_\_\_

Zip Code/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### PAYMENT METHOD

Check Enclosed                      Check Number: \_\_\_\_\_

*Please make checks payable to the Society of Petroleum Engineers.*

Wire Transfer\*

Credit Card\*

P.O. Number: \_\_\_\_\_

\*For details on paying by wire transfer or credit card, please contact [registration@spe.org](mailto:registration@spe.org).

I hereby submit this contract for a sponsorship and agree to abide by the policies and procedures as outlined in this contract.

\_\_\_\_\_  
Authorized Representative                      Date:

\_\_\_\_\_  
SPE Representative                                      Date:

### *SPE Internal Use Only*

Contract Received: \_\_\_\_\_

Full Payment Received: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

## SPE Workshop: Digital Transformation

### [SPONSORSHIP OPPORTUNITIES](#)

#### ALL SPONSORSHIPS RECEIVE:

- Prominent on-site signage displayed at the workshop recognizing the sponsorship
- Recognition in the technical program (provided sponsorship is confirmed before print deadline)
- Recognition on the event's PowerPoint slides
- Recognition on the workshop website, including a link to your company's website

#### Platinum (exclusive) – USD 6,000

- Four (4) complimentary registrations
- Sponsor to provide company logo lanyards that will be distributed by SPE at registration desk. SPE recommends 100 lanyards
- Sponsor may provide one (1) 8½ x 11 full page flyer for distribution to attendees at registration desk.
- Sponsor may provide one (1) company logo item to be distributed to attendees.

#### USD 5,000 – Networking Luncheons

- Three (3) complimentary registrations
- Sponsor may provide napkins with company logo
- Recognition during both luncheons days of the workshop
- Buffet luncheons will be served at hotel restaurant

#### USD 5,000 – 2-days Coffee Break

- Three (3) complimentary registrations
- Half page, full-color ad in final technical program
- Sponsor logo item provided by SPE for attendees

#### Silver – USD 4,000

- Two (2) complimentary registration
- Sponsor may provide one (1) company logo item to be distributed to attendees.

#### USD 3,000 – Pens and Pads (Exclusive)

- Company logo printed on pens and pads. Provided by sponsor and distributed by SPE.

### [Sponsorship Guidelines](#)

- **All copy must be submitted and approved by SPE prior to implementation**
- **It is the responsibility of the sponsor to adhere to the sponsorship and logo specifications information**

#### PAYMENT POLICY

- SPE requires that one hundred percent (100%) payment on all sponsorships be submitted with the signed contract.
- No sponsorship will be acknowledged or promoted, either in print or on the SPE official website, until the contract and required deposit has been submitted.
- Payment is accepted in US dollars only. SPE also accepts most credit cards, checks, money orders and wire transfers.
- Should a sponsor elect to cancel a confirmed sponsorship, SPE is not entitled to refund the monies paid to SPE.
- Company representative signature binds the company to the payment and cancellation schedule. If the company cancels participation with money due, the outstanding funds will be due upon cancellation.
- Prices do not include sales taxes. Sponsoring company is responsible for any local taxes and fees.

#### DEADLINES

##### **In order for sponsorship to be promoted in the Workshop Technical Program:**

- Sponsorship Contracts and payment must be received **prior to 8 October 2024**
- Sponsor logos should be sent as vector based .EPS or .AI files, 4 color process
- If a vector based logo does not exist use the following file recommendations:
  - Logo should be at least 2 inches wide when produced at 300 pixels per inch
  - Logo should be submitted as a .TIF or .EPS file formats

***If a sponsor does not meet the published deadlines, we cannot guarantee promotion of sponsorship.***