

Submission Deadline:
19 February 2021



Host Organisation



Co-Host Organisations



Mubadala
Petroleum

Schlumberger

GOING VIRTUAL | 23 March - 1 April 2021

Booth Seminar Information Form

EXHIBITOR DETAILS

Company Name

Contact Person

Contact Number

Email Address

BOOTH SEMINAR INFORMATION

No	Date	Time	Topic	Presenter Name
1				
2				
3				
4				
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11				
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20				

Submit by (Exhibitor)

Name:

Date:

Please return this completed form to:

Shanice Woo

Email: swoo@iptcnet.org



13th International Petroleum Technology Conference (IPTC)
23 March - 1 April 2021 | Virtual (UTC +8)

EXHIBITOR SEMINARS FORMAT AND GUIDE

Exhibitors with the Deluxe Booth package will have a dedicated auditorium at their booth for live presentations.

PART A: SEMINAR SCHEDULE

Exhibitors may organise their seminars any time during the official event hours. Exhibitors may determine the number of seminars they choose to organise (i.e. 1 per day or more). Please note that IPTC will record seminars, so that attendees can view seminars they missed on-demand.

Below are recommended time slots for the exhibitor seminars. Please note that it is recommended to avoid organising seminars concurrently to Opening Ceremony, IPTC Insights, Executive Plenary, Panel and Closing sessions.

Tuesday, 23 March	Wednesday, 24 March	Thursday, 25 March	Friday, 26 March
<ul style="list-style-type: none">• 1415-1445 hours• 1545-1615 hours	<ul style="list-style-type: none">• 1300-1330 hours• 1330-1400 hours• 1615-1645 hours• 1700-1730 hours• 1730-1800 hours	<ul style="list-style-type: none">• 1300-1330 hours• 1330-1400 hours• 1615-1645 hours• 1700-1730 hours• 1730-1800 hours	<ul style="list-style-type: none">• 1300-1330 hours• 1330-1400 hours• 1615-1645 hours• 1700-1730 hours• 1730-1800 hours

IMPORTANT: Exhibitors to provide IPTC with finalised seminar schedule by **Friday, 19 February**.

PART B: SEMINAR FORMAT GUIDANCE

- Recommended seminar duration is 30 minutes maximum
- Format Options:
 - Live Session: Speaker(s) present and answer questions fully live
 - Semi-Live: Speaker(s) presentations pre-recorded and played at scheduled time and then Q&A with speaker is live
 - Pre-Recorded: Presentation pre-recorded and played at scheduled time, no live Q&A with audience. Instead attendees with questions can chat, send message or scheduled business meeting with the exhibitor via tools at exhibit booth

PART C: SPEAKER CHECK-IN / REHEARSAL

- Exhibitors will be able to organise rehearsals with IPTC's virtual platform provider.

PART D: TECHNICAL SPECIFICATIONS

Recording Technical Specifications

- Video format: **.mp4 only**
- Resolution: **720p**
- Max. file size: **150MB**
- File name – to include speaker's name (example: Steve Johnson)

IMPORTANT: Presentations will be recorded by the technology platform to allow registered participants to access an on-demand version after the live conference. The content of presentations should not contain confidential and sensitive information; presenters may include a disclaimer slide with a mention that presenter/presenter's organisation are not liable to actions or losses derived from any of the information presented.