



SPE International Conference and Exhibition on Health, Safety, Security, Environment, and Social Responsibility

16-18 April 2018 | Jumeirah at Etihad Towers
Abu Dhabi, United Arab Emirates



Meeting Agenda

No.	Timing	Subject
1	0900-0910 hours	Conference Chairman's Welcome
2	0910-0920 hours	Purpose and Meeting Objectives, Abstract Submission Status
3	0920-0940 hours	Procedure and Criteria for Abstract Selection and Session Design
4	0940-0945 hours	Subcommittee members break out in groups
Subcommittee Breakout Group Discussions in the Same Room Group 1: Health – (SPE Staff – Pauline) Group 2: Social Responsibility and Sustainability – (SPE Staff – Rukshana) Group 3: Environment – (SPE Staff – Muniza) Group 4: Safety – (SPE Staff – Megha)		
5	0945-1030 hours	Papers Selection for Technical and Poster Sessions + Assignment of Session Co-Chairpersons
6	1030-1100 hours	Coffee Break
7	1030-1230 hours	Papers Selection for Technical and Poster Sessions + Assignment of Session Co-Chairpersons continued...
8	1230-1330 hours	Luncheon
9	1330-1500 hours	Papers Selection for Technical and Poster Sessions continued + Assignment of Session Co-Chairpersons continued...
10	1500 hours	Close of Meeting



Purpose and Meeting Objectives

1. Select Abstracts as “Presenting”, and, “ePosters” for the Technical Programme
2. Assign Session Titles
3. Appoint 2 Session Co-Chairpersons per session
4. Highlight Roles and Responsibilities of Session Co-Chairpersons prior to the Conference and On-Site
5. Finalise Technical Sessions



Call for Papers Stats

Statistics	Count
Total Number of Abstracts	452
Number of Companies	153
Number of Universities	32
Number of Countries	38



Abstract Submission by Region

Region	Total	Percentage
MIDDLE EAST	180	40%
EUROPE	98	22%
ASIA (CENTRAL AND FAR EAST)	60	13%
NORTH AMERICA	59	13%
AFRICA	32	7%
CENTRAL & SOUTH AMERICA	16	4%
OCEANIA	7	1%
TOTAL	452	100%



Abstract Submission by Category

#	Topic	Total Abstracts Submitted
1	HEALTH	73
	Health in Communities	8
	Health in the Working Environment	51
	Industrial Hygiene	14
2	SAFETY	197
	Process Safety	69
	Occupational Safety	21
	Safety: Management Systems	107
3	ENVIRONMENT	122
4	SOCIAL RESPONSIBILITY	26
5	SUSTAINABILITY	34
	TOTAL	452



Criteria for Abstract Selection

- ✓ 3 Presenting Papers + 3 ePosters per session
- ✓ Relevancy of Technical Coverage
 - Focus on innovative/new technology/new case studies
- ✓ Good Average Rating of 4.0 and above
- ✓ Geographical Diversity
- ✓ Organisational Diversity (Sessions should have a fair distribution between NOC, IOC, Service and Academia)
- ✓ No Commercialism



Session Breakdown

#	Topic	Total Abstracts Submitted	Abstracts Rated ≥ 4	Possible Sessions (Rated above 4.0)
1	HEALTH	73	42	6
	Health in Communities	8	1	0
	Health in the Working Environment	51	33	5
	Industrial Hygiene	14	8	1
2	SAFETY	197	86	14
	Process Safety	69	27	4
	Occupational Safety	21	11	2
	Safety: Management Systems	107	48	8
3	ENVIRONMENT	122	34	5
4	SOCIAL RESPONSIBILITY	26	22	3
5	SUSTAINABILITY	34	14	2
	TOTAL	452	198	30



Guidelines for Session Co-Chairpersons

Responsibilities Prior to the Conference:

- ❖ Contact authors periodically to ensure that the Manuscript deadline is met.
- ❖ Contact authors to ensure their attendance at the conference.
- ❖ Advise authors to contact the SPE staff regarding withdrawals of papers and/or non-attendance at the conference.
- ❖ Follow up and review the content of presentation.
- ❖ Develop discussion questions for the session.



Guidelines for Session Co-Chairpersons

Responsibilities at the Conference:

- ❖ Meet with speakers (presenting authors) in the assigned session(s) room before the session begins.
- ❖ Provide safety announcement at the beginning of assigned session(s).
- ❖ Introduce speakers.
- ❖ Time-keeping of paper presentations.
- ❖ Moderating discussion.
- ❖ Presentation of author gifts.
- ❖ Complete the Session Evaluation Form.
- ❖ Provide Session Highlights.



Important Timelines and Action Items

1st Week November

Author Notifications

End November

Author Reminders begin
(to submit manuscripts)

1 February 2018

Manuscript Submission Deadline
(Not Extendable)



Sub-Committee Breakout Groups

Category	SPE Staff Support
Health	Pauline
Social Responsibility and Sustainability	Rukshana
Environment	Muniza
Safety	Megha

