



Instructions for Submitting an Abstract Online

Please read these instructions carefully. When done, print and save a copy, then return to the online portal and select "New Submission" to begin the submission process.

Recommended Browsers

For Windows users, we recommend Internet Explorer 7.0 or higher.

For Macintosh users, we recommend Safari 3.2.

Attention IE 8 Users:

If you are using Internet Explorer 8.0, you MUST display the website using the Compatibility View before you begin your submission. Please visit [IE8](#) for more information.

*Please note that you must also have **JavaScript** and **Cookies** enabled in your browser preferences in order for the system to function properly.*

Submission Information

Before submitting a paper proposal, please gather the following information:

- Abstract/Manuscript Title
- Submission Category (to be selected from list online)
- Author Information
 - First and Last Name
 - Company
 - email address

Please note that when entering the authors, you will need to identify the Presenting Author (by default, the submitter). The Presenting Author will become the main point of contact and will receive ALL correspondence regarding the submission. It is then the responsibility of the Presenting Author to share all pertinent information with their Co-Authors.

- Publication Information (if manuscript has been published before)
- Keyword(s) (associated with submission)
- Text of abstract (225 words minimum)

If you are submitting an abstract for someone, but are not an Author, you will need to remove yourself from the submission form AFTER adding at least one Co- Author.

Abstract/Manuscript Title

The abstract title should be standardized with each word beginning with capital letters (title case).

- Do not underline any portion of your title
- Do not use bold or italics in your title
- Do not use ALL CAPS

Abstract Requirements and Format

- All abstracts must be a minimum of 225 words with a 450 word maximum as determined by the program committee and specified on the online submission form.
- Identify primary topic area from the list provided to which the abstract is best suited. Abstracts are reviewed by the topic area's technical committee reviewers and slotted in sessions according to the topic preference selected by the author.
- Abstracts suggesting commercialism in any form will be rejected. SPE has a stated policy against use of commercial trade names, company logos, or text that is commercial in tone in the paper title, text or slides. Use of such terms will result in careful scrutiny by the Program Committee in evaluating abstracts and the presence of commercialism in the paper may result in it being withdrawn from the program.
- The substance of the abstract should not have been presented or published before.
- The abstract should stand on its own and not refer to another work, unless associated with current work.
- Do not include the title or author names in the body of the abstract. The title and author information will be requested separately through the submission system.

Abstract submissions should be formatted into four specific paragraphs to include the following:

1. Objectives/Scope
2. Methods, Procedures, Process
3. Results, Observations, Conclusions
4. Novel/Additive Information

Submission Deadline

All submissions must be received electronically by the stated deadline. Submissions received after the deadline will not be considered. No exceptions will be made.

Confirmation of Submission

An email confirmation is available upon finalizing your electronic submission. Follow the prompt and enter the email addresses for confirmation. You can also view and print a copy of your submission through the online system once you're finished. Please note your control number and use it in any future correspondence regarding your submission.

Program Committee Review Process

All abstract submissions are reviewed by the Program Committee. Specific selection and rating criteria are listed under submission requirements.

Author Notifications

Author notifications will be sent to each *Presenting Author* regarding the status of their submission. The notification will provide a link to the appropriate status letter (which can be printed as often as necessary). Notification letters are addressed to the *Presenting Author* only. It is then the responsibility of the *Presenting Author* to share all pertinent information with all Co-Authors.

Please note: Highly sensitive anti-spam software may block this notification since it is actually emailed by a third party. **If you do not receive this email by notification date, contact the SPE Program Lead immediately.**

Confirm you have provided your correct and complete email address to ensure receiving this notification in a timely manner.

Changes, Cancellations, Withdrawals

SPE and the Program Committee consider a submitted abstract a commitment to present. If extenuating circumstances prevent the author from making the presentation, it is that author's obligation to find an alternate presenter and notify their SPE Program Lead and their session chair(s) (if applicable). Withdrawals must be made in writing to the SPE office as soon as possible.

Under no circumstances can a submitted abstract be changed once it has been submitted. **Cancellations, particularly after the abstract has been accepted and publicized, are viewed by the Program Committee as highly unprofessional.**

Speaker Registration/Funding

No funding is available for Presenting Authors or Speakers. However, we do provide presenting authors with a discounted rate. All technical session speakers **must** register for the conference at the Presenting Author rate. Speakers attending the conference for the day of presentation must register at the prevailing one-day rate.

Audio Visual (AV) Support

All slide presentations must be computer generated. Most software packages are acceptable. **No speaker may use his or her personal laptop to give a presentation.** If you have a question, please contact SPE staff before submitting. Specific guidelines and suggested template along with instructions will be included in the Author Kit.

Technical Support

If you encounter any issues with the system, please contact your Conference Programs Lead.

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