

2013 Inspection Summit

Information for Speakers and Moderators

API welcomes you as a speaker or moderator for its 2013 Inspection Summit, January 7-10 at the Galveston Island Convention Center in Galveston, Texas.

Following is some information which may be helpful as you prepare for the event.

Travel Details

API has secured blocks of sleeping rooms at the Hilton Hotel, the Holiday Inn and the San Luis Hotel. All hotels are in close vicinity to the Galveston Convention Center. Please access Summit website for rate and reservation information. Please be sure to ask for the API conference rate. We encourage you to make your reservations as soon as possible since the block of rooms usually sells out. Please note that government rates are available under the API room block.

Registration and Preparations

As a speaker or moderator, participating in the conference for the sole purpose of sharing your expertise during a particular session, your registration is waived. If you plan to participate in any of the training courses on Monday, January 7 you will need to register and pay for the course.

Speaker/Moderator Breakfast

All speakers and moderators are encouraged to attend the Speakers Breakfast **on the day of their presentation** to meet with their respective session partners and Program Planning Team member and go over last minute details. The breakfasts will begin at 7:30 am and conclude at 8:20 am in time for individuals to get to their session rooms. Please check the reader board in the hotel for the exact location of the breakfasts.

All speakers and moderators are responsible for their own travel, lodging, meal, and incidental expenses.

The session moderator is responsible for ensuring speakers are informed of the speaking date and time. If additional information is needed, feel free to contact API (see *contact information on the next page*). Information about the event is also available on the API Meetings website at www.api.org/wevents.

We would appreciate your help with the following:

- 1) **Please register yourself for the event as soon as possible. Although you are a speaker or moderator you will not be automatically registered.** You may do so by going on line to the Summit website.
- 2) Speakers - Please also send a copy of your biographical sketch to your session moderator. For consistency, please use the attached **Speaker Biography Form**, which will be used for your introduction.
- 3) Speakers - Send one electronic copy of your presentation **no later than November 28** to your session moderator and one copy to Madeleine Sellouk at sellouk@api.org. All presentations should be reviewed by your company's counsel and will also be reviewed by API's counsel for antitrust purposes. If the file is too large you may want to send it via www.yousendit.com. This site allows you to send your presentation free of charge and it can then be downloaded by the recipient. In an effort to "green" our meetings we no longer make hard copies of presentations. Instead, attendees will receive a link to all conference proceedings via email after the conference.

Audio Visual Equipment

Each meeting room will be equipped with a laptop computer, LCD projector, screen, wireless microphone, podium panel table (if applicable) and panel table microphones. We cannot provide additional equipment unless it is requested by December 10, 2012. No equipment can be ordered on site.



API Staff Contact

Madeleine Sellouk
Senior Events Manager
American Petroleum Institute
1220 L Street, NW
Washington, DC 20005
Ph. 202-682-8332
Email: sellouk@api.org

Conference Registration and General Information

www.api.org/events

Official Summit Hotels Information

The San Luis Hotel
The Hilton Hotel
The Holiday Inn

Site of Summit

Galveston Island Convention Center

Speaker Checklist

- Registered for meeting
- Travel Arrangements Made
- Hotel Reservations Made
- Biography Template Completed and sent in
- PowerPoint Presentation Completed and sent in
- Telephone number of speaker/moderator/API staff obtained

General Guidelines for PowerPoint Presentations

API does not allow the promotion of individuals, companies or products during sessions. Papers that contain promotional text will be returned to the author for revision. Should you desire to showcase your products and/or services please consider sponsoring/exhibiting instead. We have attached a slide deck and would ask that you use it so as to maintain a consistent look throughout the conference. Please follow the outline as provided. Your company logo (if applicable) may be placed on the first and last slides only. All slides should be reviewed with your session moderator to ensure compatibility with the abstract topic and session topic.

Number of slides. As a general rule, allow 3 minutes per slide. (This assumes using a standard amount of content per slide.) Some slides, for transitions, maps, or pictures, may take less time, but use a 3-minutes-per-slide rule when figuring out how much or how little time to allow. For a session with a host and three speakers, 6-9 slides per speaker will usually be more than enough. An audience doesn't respond well to a speaker burning through lots of slides.

Fonts. Standard PowerPoint fonts should be used. Use at least a 44-size font for titles or headers and at least a 32- to 36-size font for bulleted text whenever possible and space permits. For readability, avoid exotic fonts and stick with the stock Times New Roman, Helvetica, or Arial.

Question and Answer Period. The moderator is responsible for ensuring that each speaker adhere to the time frame allotted to him/her. Moderators will be provided with flash cards indicating to the speaker how much time remains in their presentation. The intervals will be at "5 minutes", "3 minutes", "1 minute" and "End of Session".



Speaker Biography Form

Please send your biographical sketch along with your registration form along with a copy of your registration form no later than December 15, 2012 to your session coordinator/moderator.

Name

Company or Organization

Job Title (briefly describe responsibilities that are relevant)

Years with current company/organization

Years working in the oil/gas industry or in related fields

Academic degrees earned and institution name (if relevant)

Awards or honorary memberships (if relevant)

Positions (past or present) on API Committees, task forces or other groups

Summary of other information that may be important for the audience to know

API Antitrust Guidelines

Participants at the conference should observe the following guidance:

- No discussion or sharing of any company's confidential or proprietary information;
- No discussion or agreements, either explicit or implicit, regarding prices of particular products or services of a company;
- No forecasting of prices for goods or services;
- No discussion of any company's purchasing plans for particular products or services;
- No discussion of any company's specific merger/divestment plans, market allocation, development plans, inventories and costs – only publicly available information may be discussed or shared;
- No sharing or discussion of specific company compliance costs, unless information is publicly available;
- Do not share Information that your company considers to be confidential or sensitive, even if that information does not fit in any other category above.
- Any discussion regarding potential energy or economic scenarios that may arise must be limited to generalities. There should be no discussion of how individual companies intend to respond to potential economic scenarios or government action.

I have read and understand the antitrust guidelines

I give my permission for API to post my presentation(s) on the API website for public consumption.

Yes No

Signature

Date