



**International Petroleum Technology Conference (IPTC)  
4-6 December 2007 • Dubai, U.A.E.**

**THE IPTC “EXCELLENCE IN PROJECT INTEGRATION” AWARD**

**Rules and Regulations**

**DEADLINE FOR NOMINATIONS: 1 SEPTEMBER 2007**

**Eligibility**

1. The conditions of eligibility are as follows:
  - a. There are no limitations regarding the nationality or geographic operation for a company or an institution to be nominated. The terms company, organisation and institution shall include any size or type of commercial organisation, governmental agency, educational or research institution, or professional or technical organisation.
  - b. To be eligible for nomination and consideration by the Awards Committee, a company, organisation, or institution shall have made a distinct and unique achievement in integrated project management.
  - c. The project shall be one involving development of oil and/or gas resources.
  - d. The company, organisation, or institution must designate and send a representative to IPTC to receive the award at the time and place of presentation designated by the IPTC Awards Committee.
  - e. A joint award may be given to more than one company, organisation, or institution in one year if recommended by the IPTC Awards Committee.

**Committee of Award**

2. The Committee of Award shall be charged with securing nominations from industry and from the IPTC Sponsoring Organisations.

**The Committee comprises ten members, including a Chairman, and members of both the IPTC Executive and Programme Committees.**

3. The Chairman of the Awards committee shall be appointed by the Executive Committee by a majority vote.
4. The Awards Committee shall conduct its business by meeting, correspondence, teleconference, videoconference or other means as determined by the Committee Chairman.

## Nominations

5. The procedure to be followed by the Awards Committee in securing nominations shall include:
  - a. The Awards Committee shall be responsible for receiving nominations for the IPTC "Excellence in Project Integration" for companies, organisations, and institutions. The Committee shall solicit nominations from the IPTC Sponsoring Societies and from industry.
  - b. The Awards Committee shall be responsible for obtaining from the nominator(s) such information and data as is required for the Award Committee's evaluation of the eligibility of the proposed Award recipient. Such information and data shall be provided by completing an Awards Committee approved form. The form will be designed to include the minimum required information for each nomination. If the approved form or sufficient information is not received by the Awards Committee on or before **1 September 2007**, the Committee may request that the nominator completes the approved form and provide additional background information before the nomination will be considered.
  - c. The deadline for the receipt of nominations for the award shall be 1 September 2007.**

## Selection

6. The following procedures shall be followed by the Awards Committee in selecting nominees for the Award:
  - a. As nominations are received June-September 2007, IPTC staff shall periodically send to each member of the Awards Committee a list of all eligible nominees received. Committee members also shall receive copies of supporting materials for each nominee.
  - b. At the IPTC Awards Committee teleconference, to take place in the **third week of September 2007**, the Committee members will review the list of nominees.
  - c. Following a discussion of each nominee, the Committee shall determine those nominees to be considered for the Award. While the Committee may use alternate methods for determining the list of nominees to be considered, a recommended procedure is that each Committee member list three candidates. From this list, the Chairman will determine the nominees to be included on the ballot.
  - d. By ballot, the Committee members shall indicate preferences for the Award recipient(s). To be selected as the Committee's recommendation, a nominee shall have received the first place votes of at least two thirds (67%) of the Committee members in attendance.
  - e. Notification will be sent to the award recipient(s) in the first week of October 2007.
7. The Award shall consist of a plaque and certificate(s) whose form shall be determined by the committee. The plaque shall become the property of the Award Recipient(s).

8. The Award Recipient(s) may use the award name and IPTC logo for advertising and other commercial purposes.
9. All issues addressed to the Awards Committee, excepting award candidate selection, shall be determined by a majority vote of Committee members present.
10. The Awards Committee shall have deciding authority on any matter not specifically covered by these rules.