

Guideline for Forum Event Hosting

IAGC/OGP Joint HSSE Forum

Scope: Provide an overview and guidance on the requirements and preparations needed to host an IAGC/OGP Forum event.

Hosting Company (ies) Responsibilities:

1. Venue

1.1. Venue Selection

- Secure a meeting venue for the two day event approximately 3 to 4 months prior to Forum event date.
 - Spring Forum is typically held in April.
 - Fall Forum is typically held in September.
 - ***Close proximity to a major airport is a plus.**
- The two day event will run from 8:30am until 5pm each day.
 - On the first day a separate breakout room able to accommodate ~20 persons is requested to be available from 7:00-8:30am.

1.2. Venue Requirements

- Room Size:
 - Event room should be large enough to accommodate the following minimum number of attendees based on location:
 - United States Venue: 100 attendees
 - International Venue: 75 attendees
- Room Arrangement/Layout:
 - Speaker/Presenter:
 - A podium shall be in place at the front of the room for the speaker/presenter.
 - IAGC/OGP Committee Chairman:
 - A small table with chairs to accommodate up to 4 persons should be placed at the front of the room opposite the podium and facing the attendees to allow them to moderate/facilitate the Forum.
 - A power strip is also required at this table to charge laptops/etc.
 - Attendees:
 - Seating for the Forum attendees should allow for them to be seated comfortably with the ability to write/take notes. The preference for seating arrangements is outlined below:
 - Preferred Option: Round tables with seating available at each table limited to 8 or 6 persons depending on the size of the round tables.
 - 2nd Option: Rows of tables with chairs (Classroom style seating).
 - 3rd Option: Theatre seating with fold out/down desk for writing.
 - 4th Option: Theatre seating with no fold out/down desk for writing.

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- Panel Discussion (Optional):
 - If a Panel Discussion is part of the Forum agenda, then the ability to provide a separate table with seating for 6 persons (at the front of the room) will be required for the panelists.
- Audio/Visual Requirements:
 - Projection screen:
 - A projection screen shall be available at the front center of the room to display the presentations.
 - Depending on the size of the room two screens on either side of the front of the room is an option as well.
 - Projector:
 - A projector will be required for the duration of the two day event.
 - All the required cables to connect to a laptop should be provided.
 - A wireless presenter remote for the speaker/presenter.
 - Microphones:
 - Minimum requirement of one wireless microphone for the speaker/presenter.
 - Hand-held microphones available for:
 - One for the IAGC and OGP Committee Chairman (front table)
 - One or two to be used for the attendees to ask questions during the sessions.
- Additional Optional Requirements:
 - Internet:
 - WiFi Internet access for the attendees would be a nice bonus.
 - Charging Stations:
 - Having a few tables arranged on the perimeter of the room with power strips available for the attendees to charge their laptops, mobile phones, etc. will be a bonus.

1.3. Venue Registration

- Registration Table:
 - A table shall be provided with seating for 2 persons in the lobby of the hosting company office or outside the meeting room in the venue where the Forum is being held.
- Badges:
 - In accordance with the hosting company security protocol (if hosted at company office/facility) -
 - The IAGC will provide the badge template and final registration list to the hosting company prior to the Forum event date to allow them to be printed and available upon arrival.

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- Additional Details:
 - To aid the IAGC in creating the Event announcement for the attendees, please assist by supplying the following information:
 - Location map of the venue
 - Parking options around the venue
 - Recommended local hotel accommodations

2. Food and Beverage Requirements

1.1. Standard Requirements

- Breakfast:
 - Breakfast can be coffee and continental breakfast.
 - Some host companies provide a limited buffet – breakfast sandwiches, etc. This is at the discretion of the host company.
- Lunch Meal:
 - As a minimum a box lunch (sandwich & snack) and various types of beverages should be provided.
 - It is host company's decision as to the type of lunch meal they would like to provide – e.g. hot buffet.
- Breaks:
 - Morning break should include coffee, tea, water, juices, and carbonated drinks.
 - Afternoon break should coffee, tea, water, juices, and carbonated drinks. It can include afternoon snack at the host company's discretion.
 - As a minimum, coffee, tea and water should be available throughout the day.

3. Social Hour / Networking

At the end of Day #1 of the Forum, there is a social hour planned for networking. It can be at the same venue as the Forum or at a nearby venue (e.g. restaurant, bar, etc.).

- Provide beer, wine, soft drinks at a minimum. Additional beverages can be offered at the discretion of the host company.
- Food – e.g. appetizers – would be good since alcohol will be served. Simple is fine – nothing extravagant is necessary.
- It is recommended that the social hour be limited to 1 ½ hours. Additional time can be added at the discretion of the host company.