



Society of Exploration Geophysicists
The international society of applied geophysics

Meeting Request Form

Please complete the following information regarding your proposed meeting. We request this form be submitted at least 18 months in advance of your proposed meeting dates. For General Guidelines used in reviewing and processing of a meeting request form go to [SEG Online Guidelines for Inviting Meeting Support](#).

Please return this form to: SEG Business Office, Attn: Meeting Department
8801 S. Yale Ave., Suite 500, Tulsa, OK 74137-2575
Fax: +1-918-497-5557 * Email: meetings@seg.org

Questions: Please email meetings@seg.org

Date Submitted: _____

Proposed Dates of Meeting (including year): _____

Proposed Title of the Meeting: _____

Meeting Objective: _____

Proposed Meeting Location (City, State, Province, Country): _____

Committee/Group Proposing this meeting: _____

Name of Meeting Volunteer Organizer: _____

Email of Meeting Volunteer Organizer: _____

Previous experience organizing similar events: _____

SEG Staff Liaison or Staff person to Notify of this request: _____

Frequency of this meeting: One time event Annual Biennial

Expected Audience: Domestic International Regional Other

Total anticipated attendance: _____

Do you plan to work with a local section/Associated Society: Yes No

Would professional organizations other than SEG participate? Yes No

Name of organization(s): _____

How would the other organizations participate (co-sponsor, organize, members on the committee, publicity)? _____

Would SEG operate this meeting? Yes No

Do the meeting organizers anticipate a SEG Board Member to attend? If so, what role is anticipated for the SEG Board Member? (Include a schedule of proposed activities) _____

Do you wish to have other SEG programs included in your meeting? If so, which ones? _____

_____ LEVEL _____
Level of Support Requested: I II III IV V

Visit [the SEG Web site for meeting level support guidelines](#).

Is there a MOU/MOA regarding revenue-sharing agreement for this meeting? Please explain. _____

Technical Topics to be covered at this event:

Anticipated number of technical sessions per day?

Number of Session Rooms?

Anticipated number of papers?

Would this meeting generate expanded abstracts for SEG to publish outside of the event? Yes No

If yes, would organizers collect copyright transfers? Yes No

What is the most significant contribution of this meeting to SEG and how does this differ from similar events?

Has SEG sponsored this meeting previously? If so, when and at what level?

For Level IV and V meeting requests: Meeting/Exhibition Details

Proposed meeting facility:

Proposed exhibit facility (if applicable):

Number of exhibit booths expected:

Suggested price for booth:

Proposed hotel(s): 1.

2.

The Meetings Review and Planning Committee

The Meetings Review and Planning Committee reviews Meeting Requests monthly. The requests are submitted to the committee on the first business day of each month. Once the requests have been reviewed, the committee's decisions are relayed to the SEG Business Office by the 21st of the month. The SEG Business Office will notify the Volunteer Organizer and the Staff Liaison of the committee's decision within two (2) business days of obtaining the committee's decision. If a Level IV or V meeting is requested, and the request is approved by the committee, it will be placed on the agenda of the next Board of Director's meeting. The Board of Directors meets quarterly. You will be notified once the Board has made a decision on the meeting request via email.

Administrative Use Only

Meetings Review Planning Committee

Approved

Declined

Date: _____

Signature of Chair

Board Approval

Approved

Declined

Date: _____

Signature of BOD Representative
