

HBA
OIL, GAS AND MINERAL LAW SECTION
SPEAKER GUIDELINES
(Effective October 2008)

The Oil, Gas and Mineral Law Section of the Houston Bar Association often requests individuals from various professions including those representing the energy industry, public service, and other related organizations to address its members and guests. Most often the forum is at our monthly luncheon meetings. Speakers are not normally reimbursed or provided honorariums for their participation. However, it is our policy to reimburse those speakers who travel to Houston for our meetings for their reasonable travel costs and hotel stay.

In order to ensure consistency in our educational mandate and to avoid any misunderstandings, speakers are requested to respect the following brief guidelines in their presentations

1. Avoid making commercial representations about the particulars of your company or firm. While what you and your company/firm do are probably highly relevant to your selection as a speaker, it is your knowledge and insights about the business as a whole that we want you to share, not the services you sell.
2. Please plan to speak for approximately 50 minutes and allow approximately 10 minutes for questions. Our members cover the breadth of the energy industry and are skilled in soaking up information.
3. Inform the Chair for the Oil, Gas and Mineral Law Section (with ample time prior to your presentation) of any special needs, including AV equipment, projectors, etc.
4. Be aware that all presentations are for attribution and will be posted on our website after the meeting, unless you specifically request otherwise.
5. A copy of your speech and AV aids are always appreciated in advance of the meeting, but never required. In the event you have a paper you desire to provide to our members, please try to provide it to us several days in advance so we can have the appropriate number of copies made for our members in attendance.