

2021 ADDC Convention  
And Educational Conference

September 21-25, 2021

Astor Crowne Plaza French Quarter

New Orleans, LA



Hosted by Southeast Region

Desk and Derrick Clubs

**REGISTRATION PACKET**



# Association of Desk and Derrick Clubs

Desk and Derrick Members and Friends,

ADDC President Evelyn Green and the members of the Southeast Region Desk and Derrick clubs invite you to attend the 2021 ADDC Convention and Educational Conference in New Orleans, LA being held September 21-25, 2021.

Join us WHERE IT ALL BEGAN! That's right – 72 years ago, Desk and Derrick was born here in New Orleans and we're back to celebrate, ADDC Style!

Convention will be held at the beautiful Astor Crowne Plaza Hotel, located on the edge of the historic French Quarter. You can walk to wonderful restaurants where you'll enjoy delicious Cajun and Creole food, ride river boats on the Mighty Mississippi, take street cars to the Garden District or to above ground cemeteries, enjoy many art galleries and shopping activities, or be part of the night-life on world-famous Bourbon Street. We'll be following all New Orleans and Orleans Parish health and safety guidelines for social distancing and mask wearing (not Mardi Gras masks, though).

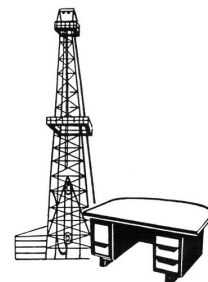
The field trips, seminars, and fun activities that the Southeast Region club members have planned for your enjoyment and education will keep you busy, as you learn about the energy industry, visit this beautiful city and surrounding areas, and reconnect with old friends and make new ones.

Field trips on Wednesday include a tour of the LSU River Studies Center and Capitol Park Museum in Baton Rouge; a trip to the BP Training Facility and Fletcher Integrated Production Technical Institute; and two walking tours: Geology Building Stones of New Orleans and French Quarter Foodie.

On Thursday, seminars include Digital Afterlife, Leadership, and Senior Magic Bucket. We'll have an Energy Symposium during the Friday Business session. All of these will provide very interesting, unique educational opportunities.

On your own you can explore the world-famous World War II Museum, Aquarium of the Americas, Riverwalk Outlet shopping, and much, much more!

Make your plans to come to New Orleans to taste the spirit of Louisiana!



# TENTATIVE AGENDA

## Tuesday, September 21, 2021

6:00 pm – 8:00 pm Registration  
6:00 pm – 10:00 pm Educational Trust

## Wednesday, September 22, 2021

6:30 am - 9:00 am Hospitality  
7:00 am - 9:00 am Registration  
3:00 pm - 8:00 pm Hospitality  
4:00 pm - 8:00 pm Registration  
9:00 am - 4:00 pm Certification -  
**Accounting**  
7:30 am - 5:15 pm Field Trip #1  
8:00 am - 3:00 pm Field Trip #2  
9:00 am - 11:30 am Field Trip #3  
8:00 am - 12:00 pm Field Trip #4  
6:00 pm - 9:00 pm RD Training

## Thursday, September 23, 2021

6:30 am - 9:00 am Hospitality  
7:00 am – 9:00 am Registration  
8:00 am - 6:00 pm ADDC Board Meeting  
9:00 am - 10:30 am Seminar #1  
10:45 am - 12:00 pm Seminar #2  
1:00 pm - 2:30 pm Seminar #3

**Free Night**

## Friday, September 24, 2021

6:30 am - 7:45 am Registration  
6:30 am - 7:45 am Hospitality  
7:15 am – 7:45 am Delegates Credentials Check-In  
8:00 am - 11:30 am Business Session  
10:00 am - 11:30 am Energy Symposium  
12:00 pm - 2:00 pm Industry Luncheon  
2:30 pm - 5:00 pm Business Session

**Free Night**

## Saturday, September 25, 2021

6:30 am - 8:00 am Hospitality  
7:45 am – 8:15 am Delegates Credentials Check-In  
8:30 am - 11:30 am Business Session  
12:00 pm - 2:00 pm Recognition Luncheon  
2:15 pm - 4:00 pm Business Session  
4:00 pm – 5:00 pm Post-Convention Board Meetings  
6:30 pm – 9:30 pm Banquet

Immediately Following Banquet:

**ADDIC Presidents Reception**

## Sunday September 26, 2021

7:00 am - 9:00 am Hospitality

**Wednesday September 22**

***Certification – Basic Oil and Gas Accounting***

***9:00 am—4:00 pm***

Registration:      \$75 for members              \$125 for non-members

The purpose of the ADDC certification program is to provide an educational program covering the subjects within the established curriculum.

Don't know anything about oil and gas accounting? This is the perfect opportunity for you to become familiar with this aspect of the industry. The *Basic Oil and Gas Accounting* course will cover different types of ownership and review a joint operating agreement, including the COPAS accounting procedures; measurement of oil and gas; and how to read a revenue check.

Class Topics include:

- Role of an Oil & Gas Accountant
- Cost Accounting Methods
- Joint Operations
- Types of ownership and how to calculate them
- Overview of joint operating agreements
- How oil and gas is measured including calculating allocations
- How to read a revenue check stub.

This is a great opportunity to work toward completion of your Petroleum Technician Certification!

Sheryl Minear, San Antonio Club Member, will be the instructor. Sheryl oversees the accounting for several operators.

**Wednesday, September 22**

***Field Trip #1***

***7:30 a.m.—5:15 p.m.***

***Baton Rouge Capitol Park Museum and River Studies Center***

**Cost: \$ 50.00/person      **Limited to 30 attendees**      (Snacks and water on bus)  
**(lunch at Pastime Restaurant – pay your own - separate checks)****

You'll start the field trip with a tour of the LSU Center for River Studies. The center conducts research on the world's major rivers with a specific focus on the Mississippi River. They train the next generation of engineers, geologists and river experts. Located on the Baton Rouge Water Campus near the banks of the Mississippi River, it houses one of the world's largest movable bed physical models - the Lower Mississippi River Physical Model.

The river model is 10,000 square feet and based on the topography and bathymetry of the Mississippi River Delta covering southeast Louisiana. Pumps are used to control the water and sediment injection. More than 18 acoustic sensors coincide with U.S. Army Corps of Engineers river gages on the Mississippi River and measure water levels in the model river. Twenty high-definition projectors illuminate the model and bring the river and coast to life.

After the tour we'll take a short bus ride where you can enjoy lunch (pay for your own) at the Pastime Restaurant, which has been serving the Baton Rouge area for 75 years. Po-boys, seafood platters, pizza, burgers, and hot dogs –something for everyone at this local landmark eatery.

Next, you will tour the historic Capitol Park Museum where the special Smithsonian exhibit of The Green Book will be on display. From Louis Armstrong to Huey P. Long, from Mardi Gras to fais-do-do, and from the nation-building commerce of the Mississippi River to the life-sustaining bounty of the Gulf of Mexico, the Capitol Park Museum provides a panoramic exploration of the most vibrant state in America.

See how American Indians; colonists from France, Spain and Britain; enslaved Africans and Acadians from Nova Scotia—eventually known as Cajuns—populated and cultivated Louisiana, shaping it into one of the most culturally rich regions in the world. With thematic exhibits on diverse aspects of Louisiana history, industry and culture, the museum includes two permanent exhibits: Grounds for Greatness: Louisiana and the Nation and Experiencing Louisiana: Discovering the Soul of America.

(Tentative Schedule)

7:30 – Begin Boarding Bus

8:00 – Bus Departs Hotel

9:30 – River Studies Center

12:00 – Lunch at Pastime Restaurant (on your own)

1:30 – Capitol Park Museum

3:30 – Return to Bus

5:15 – Back at Hotel

**Wednesday, September 22**

***Field Trip #2 BP Training and Fletcher/BP***

***8:00 a.m.—3:00 p.m.***

**Cost: \$50/person**

**Limited to 30 attendees**

(Snacks and water on bus)

Visit the BP Training facility in Schriever, LA where new employees learn the BP way to work in the oilfield. See the actual equipment, procedures, and processes used to train workers to be safe and productive while finding, producing, marketing, and transporting oil and oil products. You'll be treated to lunch, too!

After a short drive, you'll arrive at nearby Fletcher Community College where you will tour the BP/Fletcher Integrated Production Technical Building. There you will see the classroom programs that provide students with technical skills in instrumentation, automation, computer, mechanical, safety, and process systems.

(Tentative schedule)

8:30 Begin Boarding Bus

9:00 Depart Hotel

10:00 Arrive BP Training Facility (Schriever, LA)

11:30 Lunch at BP (their treat)

12:30 Bus to Fletcher Community College

12:45 Tour Fletcher / BP Integrated Production Technical Building

1:45 Depart

3:00 Arrive Hotel



## Wednesday, September 22

**Field Trip #3**

**Building Stones of New Orleans**

**9:00 am to 11:30 am**

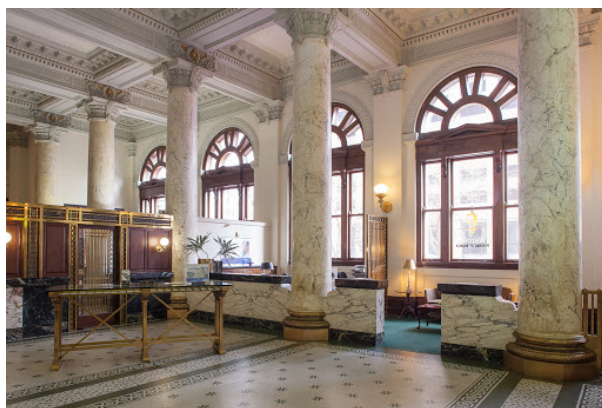
**Cost: \$15/person**

**Limited to 15 attendees**

**Walking required.**

Walking tour and local restaurant map, water, and hand-operated fans will be provided.

This is a **walking tour** led by Jim Booth, a local, knowledgeable geologist who will guide you to and through some of the buildings and structures of the New Orleans Central Business District (CBD). Jim will tell you about the various geologic sources and attributes (good and bad) of the stones chosen. You'll have plenty of opportunity to ask questions and learn more about geology of the building stones as you walk through the New Orleans CBD.



At the end of the walk, you will be close to several local restaurants for lunch on your own. (All will be within walking distance back to the hotel.)

## Wednesday, September 22

**Field Trip #4. Foodies Walking Tour**

**8:00 am—12:00 pm**

**Cost: \$10/person**

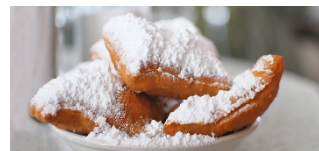
**Limited to 15 attendees**

**(plus pay for your food/beverage at each stop)**

**Walking Required!** Water and hand-operated fans will be provided when we start.

“Eat Your Way Through the French Quarter ”

From beignets and café au lait, pralines, alligator on a stick, oysters on the half shell, shrimp gumbo, roast beef po-boys, or classic muffulettas, you'll be walking around enjoying the tastes, aromas, and soul of the French Quarter. We may tour the séance room, visit the ghost table, and enjoy a cocktail or mocktail on the balcony overlooking Jackson Square at Muriel's!



There will be time to shop for souvenirs at the historic French Market, too. You'll have lots of opportunities for photographing the architecture, people, food, and art that make the Vieux Carre unique.

**Put on your walking shoes and bring your appetite!**

**Thursday, September 23**

**Seminar 1.**

**9:00-10:30 am**

***Beyond a Will - Organizing Your Digital Estate***

**Cost: \$10/person**

**Presented by Alyssa Trosclair, Emend, LLC**

It used to be that your will, or little notes left on your china or furniture, told your family “who got what” – but now, we also need to be concerned with our digital afterlife. You don’t want to fight the cellphone company for six months because you don’t have the passcode for your loved one’s phone in order to cancel their account. You may need to get into their banking accounts to stop automatic payments to utilities or credit cards that have to be canceled. Passwords for computers and various accounts like Medicare and Social Security, PINs for your bank accounts and credit cards, utility services – they all need to be handled! This seminar can help you prepare for your digital afterlife – and help your loved ones prepare theirs.

Alyssa Trosclair, MBA, CPO is the first Certified Professional Organizer (CPO) in Louisiana. She has an undergraduate degree from LSU in Information Systems and Decision Sciences and an MBA from LSU in Organizational Development. Prior to starting Emend, she worked as a management consultant helping businesses improve the efficiencies of its people and processes.

**Thursday, September 23**

**Seminar 2.**

**10:45 am – 12:00 pm**

***What Kind of Leader Are YOU?***

**Cost: \$10.00/person**

**Presented by Rena Shaffer and Theresa Adams**

Learn about the traits of a good leader and find out which of those traits you possess. Helpful at your job and your club, this seminar can tell you more about your style of leadership and about more effective ways to lead. Don’t think you’re a leader? Come to this seminar and find out that you probably already have many of the attributes of a true leader!

Rena Shaffer, Wichita Falls Club, is currently Chairman of the Educational Trust and Co-Chairman of the Club Bylaws/Guidelines Review Committee. Theresa, Westbank Club, was 2000 ADDC President and is currently serving as Club Secretary.

(Note: This seminar was originally presented to the Wichita Falls Club by Barbara Pappas.)



**Thursday, September 23**

**Seminar 3.**

**1:00-2:30 pm**

***PetroMolly – Senior Magic Bucket***

**Cost: \$10.00/person**

**Presented by Members of the Desk and Derrick Club of the Westbank**

Learn how to gather the materials needed to present a version of PetroMolly aimed at senior citizens and ways to change the container and contents for other groups.

- Shopping list, script, and demonstration are included with seminar.

The demonstration will help you learn how to show the audience some of the many petrochemical products that we use in our everyday lives. The demo will include a science experiment to capture the attention of the audience: creating “Insta-Snow,” a superabsorbent polymer which turns water into a white fluffy substance.

What a great way to spread the word to our senior citizens and educate them about the importance of the petroleum industry besides gasoline for their cars and golf carts!

The Magic Bucket is also a great opportunity to speak to a group for Desk and Derrick Awareness Month, Earth Day, or Energy Awareness Month.



# Energy Symposium

## ADDC Foundation

The ADDC Foundation will moderate an exciting, educational energy symposium during the Friday Business Session. Industry experts on the panel will update us on **The State of the Oil & Gas Industry**.

**Friday, September 24**

**10:00 – 11:30 a.m.**



## Supporting Energy Education Projects

# ADDC FOUNDATION

The goal of the ADDC Foundation is *Energy Education*. The Foundation supports many Association of Desk and Derrick Clubs (ADDC) programs, but our main priority is to support organizations and projects that educate everyone including students at all levels and individuals within and outside of the energy industry. The Foundation also funds community outreach projects throughout ADDC and the energy industry in order to create awareness of the role and value of energy in our daily lives.

The Foundation supports educational projects such as:

- Workshops, Symposia, and Seminars
- Educational Publications and Media
- Research
- Educational Outreach Projects

Learn more about the **ADDC Foundation** in our brochure or contact us at

**[infoaddcfoundation.org](http://infoaddcfoundation.org)**.

## HOTEL INFORMATION

### Astor Crowne Plaza

Astor Crowne Plaza New Orleans French Quarter

739 Canal St. @ Bourbon, New Orleans, Louisiana 70130 - 1-504-962-0500

The Front Door to the French Quarter, the Astor Crowne Plaza New Orleans French Quarter is centrally located at 739 Canal St. at Bourbon. Conveniently located near the city center, you can access all parts of the city after settling into your room. Guest rooms have flat screen TVs, Cox cable channels, and work desks. There is a well-equipped fitness center, outdoor pool, and Dickie Brennan's Bourbon House Restaurant on-site. Complimentary shuttle service between the hotel and the city center is available for your convenience.

**Room rates: \$169 single/double/quad (does not include state and local taxes and \$2/per person nightly occupancy fee). On-site valet parking is \$47/day.**

Use booking code 50167145 online (<https://book.passkey.com/e/50167145>) or ask for Association of Desk and Derrick Clubs if calling (+1 504-962-0500) to make your reservations.

**Deadline for reservations: September 7th. After that, reservations will only be available at hotel prevailing rates.**



- **IHG Way of Clean** includes deep cleaning with hospital-grade disinfectants, and guests can expect to see enhanced procedures, which may include face covering requirements, various ways to reduce contact throughout the hotel, social distancing measures within public spaces and procedures based on local authorities' guidance and/or advice.

# Airport Transportation

## AIRPORT SHUTTLE

Shuttle service is available from the airport to hotels and various other locations in the New Orleans for \$24.00 (per person, one-way) or \$44.00 (per person, round-trip). These fares include three (3) bags per person. Additional baggage may be subject to additional fees. Passengers can purchase tickets at the Airport at the Airport Shuttle ticket booth located on Level 1 Baggage Claim between Doors 3 and 4. Please visit [www.airportshuttleneworleans.com](http://www.airportshuttleneworleans.com) for more information.

## TAXIS

Taxis pick up passengers in a dedicated taxi loading zone on the Arrivals Curb outside of Level 1 Baggage Claim Door 7.

Taxi rides cost \$36.00 from the airport to the Central Business District (CBD) or French Quarter (west of Elysian Fields) for up to two (2) passengers. For three (3) or more passengers, the fare will be \$15.00 per passenger. Taxis are required to accept credit card payments.

## RIDE APPS

**Lyft** riders exit Doors 7-9, cross the walkway to the middle curb, and join the queue. Price is approximately \$32-45/ride.

**Uber** riders exit Doors 9-11, cross the walkway to the middle curb, and join the queue. Price is approximately \$30-40/ride.



NOTE: CLUB SALES AND CLUB PHOTO SIGN-UP SHEET IS BEING SENT TO RDs FOR DISTRIBUTION TO CLUB PRESIDENTS.

# MEMBER Registration Form

Please Print:

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Company: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Current ADDC Position: \_\_\_\_\_

Past ADDC President (year): \_\_\_\_\_

Club: \_\_\_\_\_

Region: \_\_\_\_\_

Delegate: \_\_\_\_\_ Alternate: \_\_\_\_\_

**This is my first ADDC Convention: \_\_\_**

Member # \_\_\_\_\_

Special Dietary Restrictions: \_\_\_\_\_

|  | Amount    |
|--|-----------|
| <b>Registration Fee: \$250</b><br>Includes: All Business Sessions, Friday Industry Luncheon, Saturday Recognition Luncheon, and Saturday Banquet | \$        |
| <b>Late Registration Fee: \$275</b><br>(Registration after -8/20/2021)   | \$        |
| Please enter Field Trip, Seminar, or event cost below.   |           |
| Certification Class - "Accounting" ___ \$75  | \$        |
| Field Trip No. _____   |           |
| Seminar No. _____ \$10   |           |
| Seminar No. _____ \$10   |           |
| Seminar No. _____ \$10   |           |
| <b>TOTAL</b>   | <b>\$</b> |

**Credit card registration payments can ONLY be sent via PayPal.**

For PayPal invoicing, send name and email below. PayPal invoice is payable upon receipt.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

NOTE: We cannot accept credit card information via email. All credit card registrations are processed in U.S. funds.

Email forms to: [ADO@addc.org](mailto:ADO@addc.org)

**REGISTRATION DEADLINE:**  
 Emailed or postmarked no later than Aug. 20, 2021  
 Late Registration: emailed or postmarked after Aug. 20, 2021

**REFUND POLICY:** FULL Refund for cancellations emailed/postmarked by August 23, 2021, if funds are available. NO REFUNDS after September 10, 2021.

**RETURNED CHECK POLICY - \$50**

**Checks Payable to: ADDC Convention Fund**  
 U.S. and Canadian registrants pay by check in U.S. funds.

Mail: 5014 FM 1500 Paris, TX 75460

ADO Phone: (405) 543-3464

Contact: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Please fill out the emergency information form (p. 15) and include it with your completed registration form.**

# GUEST Registration Form

Please Print:

First Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Last Name: \_\_\_\_\_

Guest of: \_\_\_\_\_

Company: \_\_\_\_\_

**This is my first ADDC Convention: \_\_\_**

Mobile Phone: \_\_\_\_\_

Special Dietary Restrictions: \_\_\_\_\_

|  | Amount    |
|--|-----------|
| Please enter event, Field Trip, or Seminar cost below: |           |
| Friday Industry Luncheon _____                         | \$50      |
| Saturday Recognition Luncheon _____                    | \$50      |
| Saturday Banquet _____                                 | \$80      |
|  |           |
| Certification Class - "Accounting" _____               | \$125     |
| Field Trip No. _____                                   |           |
| Seminar No. _____                                      | \$10      |
| Seminar No. _____                                      | \$10      |
| Seminar No. _____                                      | \$10      |
|  |           |
| <b>TOTAL</b>   | <b>\$</b> |

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Mail: 5014 FM 1500 Paris, TX 75460

ADO Phone: (405) 543-3464

Contact: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

Please fill out the emergency information form (p. 15) and include it with your completed registration form.

**MEDICAL RELEASE FORM**

**(Must be completed by each Member or Guest)**

**Medical Release Form**

This form must be completed by **each person** (*member or guest*) attending any ADDC Convention activities. Signed release forms must be received before participating in any field trip or convention-related event.

**PLEASE RETURN THE SIGNED RELEASE FORM WITH EACH REGISTRATION FORM**

**(The information provided herein is regarded as confidential.)**

**Club Name:** \_\_\_\_\_  
**(For members only)**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**IN CASE OF EMERGENCY, PLEASE NOTIFY:**

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Contact #:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

I understand that my participation in the field trips or special events is at my own risk and responsibility. The Association of Desk and Derrick Clubs assumes no liability.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_