

Offshore Technology Conference 2024

TEPP SHOW ANNOUNCEMENT



INTERNATIONAL
TRADE
ADMINISTRATION



U.S.
COMMERCIAL
SERVICE
United States of America
Department of Commerce

May 6-9, 2024 | Houston, TX | NRG Park



Announcement Content

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1.) ITA Project Team

- **Project Lead:** Danielle Caltabiano or Jessica Cheeks-Thompson
- **Business-to-Government (B2G) Meetings:** Melissa Grosso (CS Connecticut) and Tony Pu (CS Philadelphia)
- **Business-to-Business (B2B) Meetings:** Charlotte Conerly (CS New Orleans) and Luis Arreola (CS Houston)
- **Onsite Support and Client Outreach:** CS Houston

2.) Actions Requested

Confirm Your Attendance/Delegation Recruitment

- All Commercial Specialists and/or State Department officials planning to travel, promote, recruit an escorted delegation, or send an unled delegation to OTC 2024 should:
 - ✓ **State Dept:** Contact Danielle Caltabiano
 - ✓ **ITA:** Complete the Delegation Tracker/Group Travel Authorization here:

[OTC 2024 Delegation Tracker and GTA Document](#)

- **Why the Group Travel Authorization?** ITA Travel policy requires that any time 15+ ITA travelers convene at one event in the U.S., a GTA is required.
 - Regardless of which office (*Advocacy, SUSA, I&A, SABIT, Office of..., etc.*), you must be included on the GTA. The hyperlink above is used not only to track who is recruiting delegations, but it will also be used for the GTA.
 - **You must include funding codes in the GTA tracker.** For example, travel is \$3,000. \$1500 is from a buyer delegate fee – enter that funding code next to the \$1500. If the other \$1500 is coming from other deposit funds, enter that amount and its corresponding code, as well. There is an example in the GTA tracker to follow.

- **Deadline to have GTA info entered completely:** Wednesday, March 22.
No additions or substitutions will be made once submitted.

3.) Summary

Offshore Technology Conference

Founded in 1969, the Offshore Technology Conference is the world's foremost event for the development of offshore resources in the fields of drilling, exploration, production, and environmental protection. OTC is held at NRG Park in Houston, Texas, in May.

OTC ranks among the largest 200 trade shows held annually in the United States. OTC 2024 will feature more than 1,000 exhibitors, which consist of manufacturers and suppliers of technical products and services utilized in offshore resources, recovery, and development.

OTC 2024 will feature indoor and outdoor displays by major oil and gas companies and related subsidiary industries, equipment manufacturers and service providers of the latest technological advances in such categories as: Drilling, Exploration, Fabrication, Instrumentation & Controls, Environmental, Marine, Materials, Oilfield Chemicals, Pollution Control, Process, Production, Renewables, Safety, Seismic, Specialized Equipment, Sub-Sea Exploration, Survey, Telecommunications, Testing, Tools, Training, Transportation, Well Completion, and Workover & Wireline.

OTC 2024 is designed to attract decision makers within governments, industries and private sector companies who are involved in various aspects of the offshore energy sector such as project management, engineering, drilling, purchasing, exploration, and production.

Private sector and government officials working or interested in offshore safety and training, energy transition, environmental cleanup and soil remediation, oil spill prevention and cleanup, renewables, offshore and remote telecommunications, specialized tools, equipment and instruments, new drilling and exploration technologies, and subsidiary support services will also be targeted.

The website for all information about the event: <https://2024.otcnet.org/>
<https://2024.otcnet.org/why-attend/international-attendees>

4.) Show Logistics

A. Exhibit Hours CDT (UTC-5):

6 May 2023	Monday	0900 – 1700 CDT
7 May 2023	Tuesday	0900 – 1700 CDT
8 May 2023	Wednesday	0900 – 1700 CDT
9 May 2023	Thursday	0900 – 1400 CDT

5.) Delegation Registration

- **REGISTER YOUR DELEGATES**

- Individual Registration Link: *this link will not be live until January 2024. We will re-circulate this show announcement in January with the registration link.*

Visa Letters: Upon registration, delegates will be able to generate a visa invitation directly from the OTC registration website [Visa Information | OTC 2024 \(otcnet.org\)](https://www.otcnet.org/OTC2024). If you need assistance please email meetingsotc@otcnet.org

6.) Benefits for USDOC Recruited Delegation Members

- Full Conference registration pass for the member rate of USD200
- U.S. Exhibitor Directory for International Buyers, highlighting U.S. exhibitors interested in specific regions and countries.
- U.S. Embassy Invited International Buyer badges indicating their status as part of the TEPP/Embassy delegation. US Exhibitors will be advised to look for these badges.
- Access to the International Business Center and Lounge, second level, Room 700.
- <https://2024.otcnet.org/why-attend/international-attendees>

7.) Benefits for USDOC Delegation Leaders

- Complimentary hotel accommodations for delegation leaders accompanying a minimum of 15 qualified buyer delegates for up to five nights during OTC week, Sunday night through Thursday night. No additional hotels rooms will be provided regardless of the delegate count. **Delegation leaders must have these delegates registered within OTC's system by April 1 to qualify for the complimentary accommodations.**
NOTE: *Delegation leaders that meet the 15 delegates threshold by Monday, March 4 will be able to make hotel requests. Your 15 delegates must be registered by March 4. After that date, OTC will assign the hotel, as preferred hotels book more quickly. Questions? Ask Danielle.*
- Complimentary registration for delegation leaders of 15 or more qualified buyer delegates.
 - Note that if delegation leaders do not meet the 15 delegates requirement, they will need to cover their entry fee of \$200.
- Meetings with U.S. exhibitors.

8.) At-Event ITA Service Delivery

- **Business-to-Government (B2G) Meetings:** ITA will be organizing B2G meetings between U.S. companies and visiting oil and gas delegation leaders. These meetings can take place before the show and or throughout the week of the show. Pre-show MS Teams B2G meetings will begin the first week of April. Melissa Grosso and Tony Pu will reach out to coordinate your availability.

- **Business-to-Business (B2B) Meetings:** ITA will be organizing informal B2B meetings between U.S. companies and visiting delegation members. Introductions will be made ahead of the show. Charlotte Conerly and Luis Arreola will reach out with the B2b registration form for your delegates.
- *Seminars: There will be no procurement seminars organized as part of the TEPP program.*

9.) ITA Location at OTC

- International Lounge - NRG Center, Level 2, Room 700
- Booth in the NRG Center Foyer, Level 1 – Booth #TBC

10.) Funding Assistance

- a. USDOC delegation leaders should complete the following form by March 1 if requesting any funding assistance to attend the OTC. All requests will be considered before allocating TEPP funds.

<https://forms.office.com/g/Chh9LY9XNw>