

# OTC COPYRIGHT FORM

The Offshore Technology Conference (OTC) appreciates your willingness to present your paper. OTC's policy is to safeguard contributed works by obtaining copyright in the name of OTC. Therefore, a transfer or assignment of copyright is required by the OTC from the owner of the copyright to the paper to be presented at OTC. The process allows for maximum dissemination of the information while maximizing protection against infringement by third parties. Under the terms of U.S. copyright law, an assignment of copyright must be a written, signed document from the owner of the work.

Copyright assignment protects reproduction and distribution of the paper. OTC shall control the use and may offer to sell and/or collect royalties for use of the paper. However, OTC permits authors and their employers to retain certain rights to make copies and reuse the material (refer to the Author-Retained Rights and Terms and Conditions on the back of this form). **The author/employer also retains any and all interest in any proprietary material disclosed in the paper.**

This form must accompany any original material to be published by OTC, including publication in conference proceedings. To ensure uniform treatment among all contributors, other forms may not be substituted for this form, nor may any wording of this form be changed.

**Paper Number** \_\_\_\_\_

**Paper Title** \_\_\_\_\_

**Please complete either Section A, B, or C, whichever is appropriate.**

## A. Copyright Transfer

The undersigned hereby assigns to the Offshore Technology Conference (OTC) all publication and distribution rights under copyright for the above-cited paper and for any derivative works (abstracts, synopses, articles, and translations) based on the above-cited paper. The undersigned hereby warrants that (1) he/she is the author of the above-cited paper or (2) is authorized to represent the author on behalf of the author's employer, and (3) to the extent that the paper incorporates text passages, figures, data, or other materials from the works of others, the undersigned has obtained any necessary permissions.

- In the event the above-cited paper is not published by OTC in the conference proceedings within 6 months of submission, OTC will, upon request, return copyright to the original copyright holder and all copies of the paper submitted to OTC will be destroyed.
- For jointly authored papers, each author should sign a form. However, one author may sign as authorized agent for the others.

\_\_\_\_\_  
**Author/Authorized Agent Name (Please Print)**

\_\_\_\_\_  
**Author/Authorized Agent Signature**

\_\_\_\_\_  
**Company and Job Title**

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

## B. United States Government Employee Certification

This will certify that all authors of the paper are U.S. government employees and prepared the paper within the scope of their official duties. As such, the paper is not subject to U.S. copyright protection.

\_\_\_\_\_  
**Author/Authorized Signature**

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

## C. Crown Copyright Certification

This will certify that all authors of the paper are employees of the British or British Commonwealth government and prepared the paper in connection with their official duties. As such, the paper is subject to Crown Copyright and is not assigned to OTC. The undersigned acknowledges, however, that OTC has the right to publish, distribute and reproduce the paper in all forms and media.

\_\_\_\_\_  
**Author/Authorized Signature**

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

**PLEASE READ AUTHOR-RETAINED RIGHTS AND TERMS AND CONDITIONS ON REVERSE SIDE.  
(This form may be reproduced for each additional author.)**

## **OTC COPYRIGHT FORM (continued)**

### **Author-Retained Rights and Terms and Conditions**

The term "employers" in the following means the companies\*, universities, or organizations for which the authors worked at the time the paper was written. OTC's intent is that authors/employers maintain the ability to use the paper and the information in the paper (including images, graphs, figures, individual sections of the paper) for their business needs, including internal distribution within the authors' employers and business partners.

1. Authors/employers retain all intellectual property rights, including any idea, process, procedure, or article of manufacture described in the paper.
2. Authors/employers may reproduce and distribute copies of the paper within the company\* or organization for which the author worked at the time the paper was written as well as within employers' business partners. Such distribution includes posting of the paper on the employer's intranet, even when that intranet includes non-employees.
3. Authors/employers may reproduce, or authorize reproduction of, and distribute up to 50 paper copies of the paper outside the company or organization for which the author worked at the time the paper was written and outside of employers' business partners for personal, business, or educational purposes provided that the OTC copyright notice is included, the copies are not used in any way that implies OTC endorsement of a product or service, and the copies themselves are not offered for sale. In addition, authors/employers may provide electronic copies of the paper to their business partners or to relevant government agencies.
4. Authors/employers may make an oral presentation of the same material or portions of the same material used either as a standalone presentation or incorporated in with other material.
5. Authors/employers may incorporate all or part of the paper in future writings or presentations. If the entire paper or a significant portion (>60%) is used in substantially unchanged form, proper acknowledgement of OTC copyright must be made. If the paper is substantially changed or altered in substance so that it is a new work of authorship, reference should be made to the OTC publication. Components of the paper [images, graphs, figures, and individual sections comprising less than a significant portion (≤60%)] may be used without acknowledgement of the OTC copyright within the company or organization for which the author worked at the time the paper was written, as well as within employers' business partners and with relevant government agencies, including in documents posted on the employer's intranet, even when that intranet includes non-employees.
6. Authors/employers may request return of one-time journal publication rights to enable publication of the paper in a journal or magazine if the paper is not being considered for publication in one of the journals of an OTC sponsoring society. Such requests should be made in writing to OTC Customer Service. Requests for return of one-time journal publication rights will not be granted for papers submitted to an OTC sponsor society journal for peer review unless the paper is declined for publication or it is at least 6 months after the submission date.
7. In the case of work performed under a U.S. government contract or grant, OTC recognizes that, if the contract/grant so requires, the U.S. government has royalty-free permission to reproduce all or portions of the paper and to authorize others to do so for official U.S. government purposes only.
8. For all uses not covered by Items 2 through 6, authors/employers must request permission from OTC to reproduce or authorize reproduction of the paper. Authors/employers may not post or distribute copies of the paper on a customer-facing or public-facing website without prior written consent by OTC.
9. Although authors are permitted to re-use all or portions of the paper in other works, this does not include granting third-party requests for reprinting, republishing, or other types of re-use. OTC must handle all such third-party requests.

### **Information for Authors**

OTC policy requires that the conference hold copyright to all copyrightable material in its publications, including conference proceedings, and to the individual contributions contained therein, to protect the interests of OTC, authors and their employers, and at the same time, to facilitate the appropriate re-use of this material by others. OTC distributes its publications throughout the world and does so by various print and electronic means. OTC also may translate or authorize translation of its publications, and articles contained therein, for inclusion in various publications.

If you are employed and prepared this paper within the scope of your employment, the original copyright to the paper belongs to your employer. In that case, OTC assumes that when you sign this form, you are authorized to do so by your employer and that your employer has consented to the transfer of copyright, to the representation and warranty of publication rights, and to all other terms and conditions of the form. If such authorization and consent has not been given you, an authorized representative of your employer should sign this form in the space provided for the Author.

OTC has a no-paper/no-podium policy. This means that no paper can be presented at OTC unless a written paper accompanied by a signed copy of this form transferring copyright to the paper to OTC is received by OTC before the manuscript due date to enable its publication in the conference proceedings. Failure to submit these materials to OTC by the due date will result in the paper being removed from the conference program.

**NO MANUSCRIPT MAY BE PUBLISHED IN ANY OTC PUBLICATION, INCLUDING CONFERENCE PROCEEDINGS, UNLESS OTC HAS RECEIVED THIS SIGNED FORM. TO ENSURE UNIFORM TREATMENT AMONG ALL CONTRIBUTORS, OTHER FORMS MAY NOT BE SUBSTITUTED FOR THIS FORM, NOR MAY ANY WORDING OF THIS FORM BE CHANGED.**

\*Company or companies as used herein means the company the author worked for at the time the paper was written, such company's parent (if any), subsidiaries, and corporate affiliates.