



October 12-14 • Marriott Waterfront • Baltimore, Maryland

SPEAKER GUIDELINES

All submissions must be in English to be considered for presentation.

Important Deadlines

June 27, 2008

ABSTRACT SUBMISSION DEADLINE

Submit abstract (300 words or less) of proposed presentation online at **www.ascouncil.org**. You are required to submit contact information (address, phone, fax, email) and short personal biography (100 words or less).

August 15, 2008

UPDATED PRESENTATION DESCRIPTION AND SPEAKER BIO DUE

If your presentation title and description, and your personal biography have changed since your abstract submission, you will need to send the updated information to **bob.willis@ascouncil.org** no later than Friday, August 15, 2008. This is the information that will be used in the **Final Program**. If you do not send or notify ASC of an update, the information submitted on your original abstract will be used.

September 12, 2008

FINAL PRESENTATION DUE

E-mail your final presentation in **PowerPoint** only to **bob.willis@ascouncil.org**. Your **PowerPoint** must be in English only. Your PowerPoint will be changed to a PDF format before going on the Official CD Rom, that will be mailed to all attendees following the Fall Convention.

On-site presentations are limited to 30 minutes (unless otherwise advised), which includes both the presentation and questions/answers. Please develop your presentation accordingly.

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For your PowerPoint presentation, we request that you use the font **ARIAL** which is recognized worldwide. You will also need to set your resolution at **1024 x 768**, which will ensure that it will be compatible with the equipment used on-site by our audio-visual supplier. If you have specific questions regarding your PowerPoint presentation, e-mail them to me or Joel Thomason at joel@avpg.com (Audio Visual Production Group LLC). It is important that your presentation complies with the ASC Non-Commercialization and Antitrust Guidelines that follow in this document. If your final presentation does not comply, your presentation could be dropped from the program.

SPEAKER AGREEMENT FORM DUE

Upon notification that your abstract has been accepted for presentation, you will receive a speaker confirmation packet with a **Speaker Agreement Form** enclosed. This form must be completed and returned no later than September 12, 2008. It is important to note that your signature on this form does not give ASC “exclusive rights” to your presentation. Your acceptance and signature on the **Speaker Agreement Form** authorizes ASC to include your presentation on the Official CD Rom that will be mailed to all attendees following the Fall Convention.

Speaker participation is an integral part of the 2008 Fall Convention educational program and ASC appreciates the time you will spend to ensure an interesting and enlightening presentation to your colleagues. If you feel you are unable to fulfill any of the above responsibilities, please contact Bob Willis at ASC, Senior Manager, Conventions & Meetings, at (301) 986-9700 ext. 104 or by e-mail at bob.willis@ascouncil.org.

**September 19,
2008**

HOTEL RESERVATION CUT-OFF DATE

You can reserve your room directly on the ASC website at <http://www.marriott.com/hotels/travel/bwiwf-baltimore-marriott-waterfront/?groupCode=acsacsa&app=resvlink> or you can contact the Marriott Waterfront in Baltimore directly at (410) 385-3000 or Marriott Worldwide Reservations at (800) 228-9290. The hotel is located at 700 Aliceanna Street, Baltimore, MD 21202. Mention that you will be attending the **“ASC Fall Convention”** to receive the discounted rate of \$219 single/double. We advise that you make your hotel reservations as soon as possible.

REGISTER FOR THE 2008 ASC FALL CONVENTION

You can register online at www.ascouncil.org. Click on "Online Registration". Speakers receive a discounted full convention registration fee of \$395. There is no charge for speakers attending **only** on the day of their presentation. Be sure to select "speaker" on the registration form.

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NON-COMMERCIALIZATION AND ANTITRUST GUIDELINES

When making a presentation at an ASC meeting, it is very important that presentations and visual aids strictly adhere to the non-commercialization and antitrust policies of the The Adhesive & Sealant Council, Inc. (ASC) and the laws of the United States of America. The following are the guidelines that ASC expect to be followed for your presentation:

PowerPoint Presentation: Limit non-essential reference to your company name, logo and product(s) trade name in your presentation (this includes slides, videos, etc.). For any comparative data used in the paper and/or presentation, refer to competitive products by their generic name only. *If a presentation is deemed too commercial, it will be withdrawn from the program.*

Commercialism:

- a) All presentations must avoid commercialism, promotion, and advertising. This specifically includes pervasive or inappropriate use of company logos.
- b) Presentations that are simply descriptions of company products will not be allowed.
- c) Advertising of any kind may not be distributed, nor may any material be displayed that directly promotes the commercial interests of the authors or any particular company or enterprise (unless as authorized by ASC).
- d) Statements in the presentation are the sole responsibility of the author. No presenter statements should be viewed as, or considered representative of, any formal stance or position taken on any product, subject, or issue by ASC.

The Adhesive & Sealant Council, Inc. (ASC) Antitrust Compliance Policy

It is the policy of the ASC to comply strictly with all applicable trade regulations and antitrust laws of the United States of America. Any activities of the ASC or ASC-related actions of its officers, directors, members, member representatives or staff that violate these regulations and laws are contrary to ASC policy.

The antitrust compliance policy of the ASC includes the following:

- a) *Meetings are conducted pursuant to agendas distributed in advance to attendees; discussions are limited to agenda items; there are no substantive discussions of ASC matters other than at official meetings; minutes are distributed to attendees promptly.*
- b) *All ASC activities or discussions are avoided which might be construed as tending to (1) raise, lower or stabilize prices; (2) regulate production; (3) allocate markets; (4) encourage boycotts; (5) foster unfair trade practices; (6) assist in monopolization; or in any way violate applicable U.S. trade regulations and antitrust laws.*
- c) *General Counsel attends board of directors and member representative meetings at the discretion of the board of directors. Attendance of counsel at other meetings is at the discretion of the ASC president.*
- d) *Council officers, directors, members, member representatives or staff who participate in conduct which the board of directors, by two-thirds majority vote, determines to be contrary to the ASC antitrust compliance policy are subject to disciplinary measures up to, and including, expulsion.*