



## SPEAKER GUIDELINES

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

### Important Deadlines

**December 17, 2010**

#### ABSTRACT SUBMISSION DEADLINE

Submit abstract (300 words or less) of proposed presentation online at [www.ascouncil.org](http://www.ascouncil.org). You will be required to submit contact information (address, phone, fax, email) and a short concise personal biography (100 words or less).

**February 11, 2011**

#### UPDATED PRESENTATION DESCRIPTION AND SPEAKER BIO DUE

If your presentation title, description, and/or your personal biography or contact information have changed since your original abstract submission, you will need to send the updated information to [malinda.armstrong@ascouncil.org](mailto:malinda.armstrong@ascouncil.org) and [steve.duren@ascouncil.org](mailto:steve.duren@ascouncil.org) no later than **February 11, 2011**. The personal biography you submit will be listed in the *Final Program*. If you do not send or notify ASC of an update, the bio submitted on your original abstract will be used.

**March 25, 2011**

#### HOTEL RESERVATION CUT-OFF DATE

You can reserve your room directly on the ASC website or you can contact the [Tampa Marriott Waterside Hotel & Marina](#) directly at (813) 221-4900. The hotel is located at 700 South Florida Avenue, Tampa, Florida 33602. Mention that you will be attending the *“ASC Spring Convention & Expo”* to receive the discounted rate of \$199 single/double. We do advise that you make your hotel reservations as soon as possible.

**April 1, 2011**

#### DEADLINE TO REGISTER FOR THE 2011 ASC SPRING CONVENTION & EXPO

You can register online at [www.ascouncil.org](http://www.ascouncil.org). Click on “Online Registration” at any time prior to **April 1**. After April 1, you will need to register on-site in Tampa at the ASC Registration Desk. Speakers receive a discounted full convention registration fee of \$395. There is no fee for speakers attending only the session in which they are participating. Be sure to select “speaker” on the registration form.

**April 1, 2011**

### FINAL POWERPOINT PRESENTATION DUE

E-mail your final presentation in **PowerPoint ONLY** to **malinda.armstrong@ascouncil.org**. Your **PowerPoint** must be in English only.

***Important note: On-site presentations are limited to 30-45 minutes (unless otherwise advised), which includes both the presentation and questions/answers. Please develop your presentation accordingly.***

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 available, please use Microsoft Windows 2007 PowerPoint software. If you have a video to insert or have specific questions regarding your PowerPoint presentation, e-mail them to me. **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.

**March 25, 2011**

### 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 **March 25, 2011**. 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 a dedicated page on ASC's website. Only full-paid Spring Convention registrants will be given the access information to this dedicated page. Full-paid registrants can also request a CD Rom that will contain all authorized presentations. Immediately following the Convention, ASC will convert your PowerPoint into a PDF format before posting on the ASC website.

**On-Site in Tampa**

**BE PREPARED!**

Make time to review your PowerPoint presentation once you arrive in Tampa in the Speaker Ready Room. It is important that your presentation can be delivered in the time allotted.

**ALWAYS BRING A BACKUP OF YOUR PRESENTATION!** - either on flash drive, CD Rom or hard copy. This will ensure that you can give your presentation in the event there is a technical problem on-site.

*Speaker participation is an integral part of the 2011 Spring Convention educational program and ASC appreciates the time you will spend to ensure an interesting and enlightening presentation to your fellow colleagues. If you feel you are unable to fulfill any of the above responsibilities, please contact Steve Duren or Malinda Armstrong at (301) 986-9700 or by e-mail at [steve.duren@ascouncil.org](mailto:steve.duren@ascouncil.org) or [malinda.armstrong@ascouncil.org](mailto:malinda.armstrong@ascouncil.org).*



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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 the ASC expects to be followed when presenting your topic:

**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.*