



American Society of Plumbing Engineers

Chapters are not authorized to speak for the Society
Kansas City Chapter
PO Box 7281 | Overland Park, KS 66207
Website: <http://kc-aspe.org>
Email: President@kc-aspe.org

Dear Speaker,

Thank you for supporting the Kansas City Chapter of ASPE by agreeing to present a technical program at a monthly meeting.

Please review the following requirements for a technical program presentation:

- The speaker shall submit a personal biography and a copy of the presentation for review by the chapter.
 - Biography to list the credentials, contact information, successes, and history of the speaker as it relates to the plumbing engineering field. This information may be included their introduction at the meeting, copied into the monthly newsletter, and displayed within the event announcement at <http://kc-aspe.org/www/events.aspx>.
 - All presentations will be reviewed prior to the presentation day. Presentations to adhere to the criteria listed below. Designated ASPE board member(s) may provide comments and respectfully request that changes be made to the presentation. Any board member may stop a presentation at any time to protect the interests of ASPE affiliates.
- The presentation including questions and answers shall last at least 50 minutes, but not exceed 60 minutes. Consider having additional slides or an additional short program available in case the program runs short.
- Speakers are to disclose commercial interests at the beginning of technical program.
- Technical programs are to be provided in a generic, non-proprietary form. All forms of commercialism and/or the use of proprietary information is prohibited unless specifically approved in advance by KC-ASPE VP Technical. For purposes of this technical program, commercialism shall be defined to be the use of, or inclusion of, any written, verbal or visual materials or information that endorses, recommends or otherwise references, directly or by implication, any organization, product or service that might be perceived to be for the promotion or commercial advantage of a particular business entity.
- Presenter's company standard header or footer icon or logo may be present on every slide.
- No publication or presentation shall imply or infer ASPE approval or endorsement for any organization, product or service.
- Corporate names, specific or unique product names, copyrighted or trademark plumbing-engineering or plumbing-manufacturing related names or identities, trade names, trade associations, logos, commercial

products and services or any other readily recognized identifiers will be permitted only at the beginning program while the speaker is disclosing commercial interests, and at the conclusion of the technical program. Corporate names, product names, trade names and logos in the body text of publications and presentations may appear in reference lists, bibliographies and footnotes only when such references are necessary to the understanding of technical data and information (e.g., use of standards and materials in the public domain).

- Corporate sales, marketing and technical materials may be placed on the table provided in the rear of the presentation room prior to the start of a presentation and may be referenced by the presenter.
- Specific references to government or plumbing-engineering related standards or codes and ASPE technical information shall be permitted (e.g., the Uniform Plumbing Code and International Plumbing Code).
- The name(s) of editor(s), author(s) and presenter(s) and the issue date(s) shall be prominently listed or otherwise displayed in conjunction with the materials being published or presented. Organization affiliation and related logos may be permitted to accompany the name listing, when such listings will not otherwise violate the ASPE policy statement on commercialism.
- The following items will be provided by the chapter to assist you with the presentation.
 - Projector screen
 - Projector
 - Laptop with Microsoft Windows and PowerPoint
 - Presentation slide remote control and laser pointer
 - PA system with lapel microphone
 - Small countdown timer

Please contact us if you have any questions or comments regarding these terms.

Vice-President Technical KC ASPE Chapter