

**ATD Houston Chapter**

**Materials/ Resources Requirements**

Thank you for your talent, time and expertise as you share with the ATD Houston chapter at one of our events. You provide a tremendous service to our chapter, our members and visitors by promoting positive talent development and growth in learning. We appreciate you and hope that your partnership with our organization is one that will add value for you as well.

**Our requirements are designed to:**

* Ensure that attendees find the event engaging and worth their time and investment.
* Ensure our presenters/speakers get the maximum value from their contribution.
* Ensure ATD Houston is viewed as a professional organization, which promotes learning, development and increased performance for all.

**Requirements and Recommendations for Materials/Resources at ATD Event:**

* Your materials should be educational and informative.
* Provide a list of materials and resources available at the session one week prior to presentation/program, noting which are at no charge and which will be for purchase.
* If possible, please have materials that allow the attendees to have tangible pieces of the learning. Please provide enough for all attendees.
* Handouts and materials may have your company name, contact information and logo on them.
* Business cards, brochures, white papers and/or books to be distributed/purchased should be available before and after the presentation/program.
* Presenter/Speaker is responsible for handling all distribution and sales of materials and resources.
* Soliciting contact information in exchange for materials and resources is not acceptable.
* You provide your materials and resources on a volunteer basis for the greater good of the Learning Community unless any/all expenses are previously presented to and approved by the ATD Houston Board of Directors
* Use of the ATD Houston or ATD National Logo may not be a part of any electronic or printed materials or resources unless prior permission from the Governing Board has been obtained.

As a presenter/speaker for an event of the ATD Houston chapter, I acknowledge that I have read, understand and will abide by these requirements.

Speaker Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATD Office Use only---**

Receiving ATD Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_