



## Educational Seminar Guidelines for Instructors

The success of WSCAI's educational programming is largely due to the interest and willingness of presenters like you. We have developed guidelines for instructors to ensure that participants will receive maximum benefit.

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1. Industry presenters must be a CAI Member in Good Standing.
2. Educational seminar presentations are given voluntarily.
3. Although all proposals will be considered, the following criteria may be used in selecting speakers:
  - a. Presentation experience (speaker's rating with WSCAI must be above 3.5)
  - b. Knowledge (presentation topic must be within the speaker's practice area)No more than two speakers from a company, firm or community association shall be selected for any one program.
4. All seminar presentation materials must be submitted in the form of a PowerPoint within a WSCAI template. Because of copyright laws, copy must be written in your own words and accompanied by your own images. Presentations must be received by the Chapter Office to be reviewed for content within the following timeframes:

a. Saturday and/or Evening Seminars	1 week in advance of program
b. Chapter Luncheon	1 week in advance of program
c. Law Day Sessions	2 weeks in advance of program
d. Made for Managers Day Sessions	as specified
5. Acceptance of a proposal is based on the content and the instructors named at the time of submission. Any changes to content must be conveyed in writing to WSCAI staff in advance. WSCAI reserves the right to reassess suitability of the changed topic. Speaker substitutions are not allowed except in the case of emergency or undue hardship.
6. WSCAI programs are intended to educate program attendees. No promotional or advertising materials that serve a commercial interest to the speakers may be used. Business cards shall only be distributed at a WSCAI program upon request of an attendee. Reference to brands or specific products or services shall be avoided.
7. Two violations of these guidelines within any given 12 months period will result in the revocation of speaking rights. WSCAI Board of Directors, upon receipt of a written request, has the sole and exclusive right to re-instate speaking rights.
8. If selected as an instructor, I will abide by the timeline set by WSCAI and meet all deadlines to the best of my ability.
9. I understand that WSCAI may record my presentation and make it available for purchase. I authorize WSCAI to record, reproduce and publish my presentation in whole or in part with proper credit.
10. This signed agreement is required before an instructor may participate in a WSCAI educational program.
11. As an instructor, I have read and understand my responsibilities as outlined in these guidelines and I will abide by these in my presentation.
12. WSCAI reserves the right to cancel, change or revise the speakers, topics, format, time, place or location of any educational or other speaking event.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_