



ASQ Milwaukee Section Dinner Meeting Speaker Information 1/10

- 1. Audience makeup consists primarily of adult Quality professionals of both genders, from various employment sectors. There are a small number of college students that attend occasionally. Total attendance ranges from 50 to 125 individuals.**
- 2. Please advise us of your audio visual needs for the presentation. We have an LCD projector, screen, and laptop computer available.**
- 3. Also please advise us of any special requests or needs that you have.**
- 4. Please provide a written presentation topic summary/abstract – one page, less than 400 words along with your biography and picture if available. Please submit 2 months in advance of your presentation to our programs chair.**
- 5. Material you submit for publication is subject to changes in format, layout, or font to accommodate newsletter publication page layout typesetting and web site posting. The newsletter editor may edit the material if space available dictates the need for an abbreviated article.**
- 6. Are any of your presentation materials copyrighted? If so, are you are the copyright holder? May we have your written permission to use the material?**
- 7. May we have a copy of your slides to post on our website following your presentation?**
- 8. Do you have any presentation handouts you would like distributed at the meeting? You may consider handing out business cards if you desire.**
- 9. The objectives of our dinner meetings are to provide a venue for networking, communicate current technical and/or business trends – developments, and some meetings are social – entertaining events. The program schedule allows for a presentation length of 1 hour to 1 ½ hours.**
- 10. There is an expectation that speakers will demonstrate professionalism, political/social etiquette, a business dress appearance, and exhibit an ethical image that aligns with the requirements of our professional organization. Topics which may be deemed inappropriate include promoting products or services, or promoting political agendas.**

- 11. May we use the bio you provided for an introduction or do you prefer to use something different? Do you prefer to do your own introductory biography?**
- 12. All reimbursements for speakers should be documented at the time that the commitment for being a speaker is arranged, i.e. speaking charges, travel expenses, and other agreed on fees.**
- 13. All speakers should expect confirmation of their speaking appearance from ASQ Milwaukee Section Advanced Programs Chair within two months of acceptance.**
- 14. Any details of the agreement to speak before the Milwaukee Section of ASQ is considered a binding contract and both sides are expected to fulfill their obligations in good faith.**
- 15. Once an agreement has been reached between the speaker and the Advanced Program Chair, there will no changes in the reimbursements agreed on initially.**
- 16. If a speaker is not charging the section for their appearance, a \$100.00 gift certificate to the business of the speaker's choice will be presented at the end of the presentation, or a no charge ¼ page advertisement in our Section Newsletter for a period of 6 months, is offered to the speaker. Acceptable ad submission file formats are; PDF high quality with fonts imbedded, EPS, Quark on Mac, or JPEG high resolution. Advertising must start within the quarter of the date of the presentation. The Programs Chair is responsible for communicating the advertisement information to the Newsletter editor.**
- 17. Please contact our Section Treasurer directly regarding any financial matters.**
- 18. Would you like a summary of attendee's feedback on your presentation?**
- 19. Are you interested in future presentations with us? Do you have some topics to suggest?**