



# Parenteral Drug Association New England Chapter Speaker Policy

Revision 1, Effective: 21 Oct 2015

Approved by the PDA New England Chapter Board on 21 October 2015.

1. Speaker presentations should be well-organized, coherent, and meet the requirement of subject matter previously agreed to between speaker and the PDA New England Chapter. Presentations are intended to educate the attendees, not to market or sell a specific product or service.
2. Speakers are invited to arrive at least 30 minutes prior to the start of the meeting to allow PDA New England Chapter volunteers to familiarize the speakers with final meeting details including the sequence of speakers, audio-visual equipment and other matters related to the event.
3. Speakers are expected to dress in suitable business attire.
4. Speakers must provide the PDA New England Chapter with an electronic copy of their presentation no later than one week prior to the meeting date. Microsoft PowerPoint® or Adobe Acrobat™ PDF presentations are the typical presentation software used. If other presentation software is to be used, this must be coordinated in advance with the PDA New England Chapter.
5. If the presentation has changed from the time that the initial electronic copy was provided to the PDA New England Chapter, the updated version shall be provided to the PDA New England Chapter within one week after the presentation.
6. Speakers are responsible for securing the necessary company approvals for their presentation, including "broadcasting" real-time or recorded over the Internet, and providing a copy to be posted on the PDA New England Chapter website.
7. If speakers wish to distribute hard copy printouts of their presentations to the meeting attendees, they are responsible for preparing these and bringing them to the meeting. In the interest of conservation, double-sided handouts are requested.
8. If, due to emergencies, illness, or for other reasons, a speaker can not make the meeting, he or she is responsible for immediately notifying the PDA New England Chapter and arranging for an alternate speaker, if possible.
9. Speakers are responsible for their own lodging and transportation costs, unless otherwise approved in advance by the PDA New England Chapter executive board.
10. Speakers are required to complete the lower portion of this policy and forward it to the PDA New England Chapter as soon as they have agreed to speak at a PDA New England Chapter meeting. Current contacts for the PDA New England Chapter are listed at the main PDA website, [www.pda.org](http://www.pda.org), on the page for the New England Chapter.

Speaker acknowledges and accepts the above policy for speaking at the PDA New England

Chapter event dated:

Print

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_ Email: \_\_\_\_\_

City, State, \_\_\_\_\_

Street: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Company \_\_\_\_\_ Cell \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Speaker's additional signature / date below indicates permission to post the presentation on the PDA website: \_\_\_\_\_