



Request to be an ABAA Approved Speaker *Preliminary Information*

Name: _____

Company Name: _____

Title: _____

Telephone: _____

Fax: _____

E-Mail: _____

What topics are you interested in presenting on?

What presentation experience have you had?

How difficult of a presentation (in terms of content) would you be comfortable presenting?

(Scale of 1-10): _____

What states would you be willing to present in? _____

Would you be willing to collaborate with other presenters? _____

**Please fax this form to ABAA @ 866-956-5819
along with a personal resumé
or email a copy to abaa@airbarrier.org**

ABAA Speaker Agreement and Code of Ethics for Presenters

WHEREAS the Air Barrier Association of America (ABAA) was founded with part of its mission being to educate the design community of the benefits of designing commercial structures using Air Barriers as a critical element of the wall assembly design, and

WHEREAS the membership of ABAA recognized that promoting ABAA and the use of Air Barriers will require the use of member volunteers, outside consultants and compensated representatives of ABAA, (this group being collectively known as ABAA “Representatives”) and

WHEREAS the membership of ABAA anticipate that such promotion of ABAA and Air Barriers by the Representatives may be done by those with self-interest (economic or otherwise) in a specific type of technology promoted by certain members or non-members, and

WHEREAS the membership of ABAA recognize that the fair and objective representation of ABAA is critical to ABAA’s national and local credibility and ability to achieve the Mission.

NOW THEREFORE BE IT RESOLVED THAT:

1.0 The Representative, when speaking about Air Barrier technology and using language, information, presentations, logos, or any other communication means that could be reasonably likely to cause the recipient(s) of such information to believe that the communication represents an official ABAA technical viewpoint, shall:

- Hold themselves out to the public with professionalism and sound ethics by conducting themselves in a way which reflects positively on ABAA and the ABAA members.
- Clearly state their affiliation.
- Identify their relationship with ABAA.
- Declare whether they are presenting an official (unmodified) presentation prepared by ABAA or their own position.
- Indicate whether the presentation is at the official request of ABAA.

2.0 When presenting official ABAA presentations the presenter must:

- Notify the ABAA office of the presentation.
- Must be authorized by ABAA.
- Use official presentations (as reviewed by the Committee and approved by the ABAA Board of Directors) that are unmodified.

- Ensure that all commentary before, during and after the presentation be reflective of the official technical viewpoints of ABAA.
- Do not promote one material, technology, manufacturer or show favoritism to a particular company, organization or other related entity.
- Hold themselves out to the public with professionalism and sound ethics – conduct which reflects positively on ABAA and its’ members.
- Deliver the presentation continuous and completely.
- Transition into and out of the official ABAA presentation in an explicit manner.
- Have attendees sign in on the ABAA sign in sheet and ensure the information of the attendees is legible in regards to AIA numbers, individual’s name and email address
- Provide a copy of the speaker evaluation form to each attendee and collect any evaluations and forward to the ABAA office.
- Submit the AIA sign in sheets to the ABAA office within 5 business days of the presentation.
- Take an attendance count and provide the total attendance to ABAA within 5 business days.
- Submit any travel related expenses to the ABAA office in a reasonable time frame.
- Provide ABAA with the main contact person at the company being presented to for communication purposes.

3.0 *Violation of the ABAA Code of Ethics is a serious matter and shall be handled in the following manner:*

- The ABAA Board of Directors, excluding the Representative (and their organization) in question, has the jurisdiction to investigate allegations of misconduct – violations of ABAA’s Code of Ethics.
- The Board of Directors can impose sanctions on the ABAA member which may include expulsion from the Organization, suspension from the Organization or monetary penalties.
- The Board of Directors can determine the appropriate response for any violations by non-members – whether ABAA should continue its’ relationship with the non-member.

Presenter: _____
(Please print name)

_____ Date

_____ Signature

Approved by Air Barrier Association of America Inc.

_____ Date

_____ Signature