

Policy for Planning IADD Meetings

- I. Access to Meetings** – IADD meetings need to be fair, equal and open.
 - a. Program Planning Groups hosting technical programs, social events, trade shows, and tours must provide open access to such events – IADD members, non-members, competitors etc.
 - b. Failure to comply with the above guideline would potentially invoke antitrust and restraint of trade issues and jeopardizes the IADD’s nonprofit status.

- II. Meeting Topics and Presenters** – The following section outlines issues relating to topics and presenters that Program Planning Groups must be aware of when planning their meetings.
 - a. In the event that the topic is one-of-a-kind topic/innovative in nature, Program Planning Groups may promote it as “New Innovations In [Topic Here].” They then can offer presenters a limited amount of time to present, either by reading a pre-approved written presentation or a five-minute verbal presentation. The Program Planning Group should indicate at the start of the program that they are veering from their typical format to offer these innovative items and that if the audience has any questions about the products, they will need to talk with the representatives after the meeting.
 - b. If a Program Planning Group has selected a topic, for example, “Rubbering,” and they have a specific speaker in mind as the primary speaker, the Group should ensure that other companies are offered the opportunity to speak/offer a rebuttal comment during a question and answer panel period. Inviting multiple speakers to address a topic provides a fair opportunity for members to present on a topic.
 - c. Presenters should submit a copy of their presentation (including any PowerPoint files, tapes, DVDs, etc.) to the Program Planning Group for approval prior to the meeting. Allow ample time for this process, no later than a week prior to the meeting.

- III. Mini-Trade Shows**
 - a. To ensure fair and equal access, trade shows ideally should be held at a neutral site, for example, a hotel or convention center. If held at a private facility or plant, no one may be excluded from exhibiting or attending.
 - b. May not take place during the four months prior and following the IADD Odyssey.

In the event that you have any questions regarding the above policy, please contact CEO Cindy Crouse or Jill May, Member Relations Coordinator at 1-815-455-7519.