

Guidelines for the presentation of educational material at technical training sessions and workshops. (CEU eligible training)

Presentations are for the educational benefit of Water and Wastewater Utility Operators.

- 1) For MWWA to be able to issue Continuing Education Units (CEU's), the presenter must be adequately qualified.
- 2) Presenters shall provide a written summary of their qualifications and experience as part of the Proposal submission. The MWWA shall satisfy itself that the presenter has the necessary qualifications.
- 3) Presenters shall provide a full summary of the presentation material as part of the Proposal Submission for content review and approval.
- 4) **Presenters shall not explicitly promote name brand products, materials, or services within the presentation material, either verbally or written. Presenters may utilize represented products for demonstration purposes.**
- 5) Introductions and closing remarks made by MWWA representatives on behalf of presenters and trainers may include references to the presenter's work or technical related affiliations.
- 6) Presentation material will remain the sole property of the presenter. MWWA will not use or reproduce these materials without permission of the presenter.