

**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.

This year we will be holding the conference virtually and speakers can participate from anywhere. Presenters have the option to do a live broadcast or a pre-recorded presentations with live Q&A at the end.

The MWWA recommends that presenters that wish to do a live presentation, confirm that they have internet speeds of minimally 25 Mbps and a computer that is only running the applications required for the presentation. Please check with your internet services provider or run an internet speed test to determine if you are able to meet these requirements.

1) In order for MWWA to be able to issue Continuing Education Units (CEU's), the presenter must be adequately qualified, in the sole judgement of MWWA. Presenters shall provide a written summary of their qualifications and experience to the MWWA Education Committee or their designated seminar/workshop organizing committee. The MWWA shall satisfy itself that the presenter has the necessary qualifications.

2) Presenters shall provide a copy of the presentation material to the MWWA Education Committee for content review and approval prior to the advertisement of the seminar. For workshops and demonstrations, presenters shall provide a summary of the program and objectives of the workshop/demonstration to the MWWA Education Committee for content review and approval prior to the advertisement of the workshop. Presentation material will remain the sole property of the presenter. MWWA will not use or reproduce these materials without permission of the presenter.

**3) 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.**

4) 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.