Rules for Presenters

1. All programs are planned, coordinated and approved by the Library.

2. Presenter must submit to the Library the content of his/her program, program’s intended audience and what attendees will get out of it.

3. The Library handles all publicity for the programs.

4. Presenter’s business affiliation will be made clear in the press release and the introduction.

5. Presenter agrees to provide information that is general and not merely specific to his/her company.

6. All of presenter’s handouts need to be approved by the Library prior to the program.

7. After the program, all attendees will be asked to evaluate the effectiveness of the program.

8. A list of attendees will not be given to the presenter without the attendee’s consent, which they will indicate on the evaluation form.

9. The presenter may hand out his/her business card after the formal program to any member of the public who asks him for it.

10. If the Library feels the presenter did not honor the above rules, he/she will not be invited back as a presenter.