



## MAINTENANCE & TECHNOLOGY COUNCIL PRESENTATION GUIDELINES & CONTRACT

MTC sessions have been established to present technical issues without commercialization. Presentations are to be technical in nature concentrating on features and benefits for fleet members. No sales presentations are permitted.

For promotional purposes, provide ATA your company logo in an .eps format and headshot(s) and title(s) of the presenter(s). Inform ATA of audio visual needs; if internet and/or speakers for video are needed. Please limit the use of your logo in your presentation to be placed only where needed. ATA will provide a PowerPoint template if more than one company presenting. If only one company presenting, ATA will provide ATA MTC logo to be included in cover slide of PowerPoint. Space will be provided for a table top display where signage and promotional material may be displayed. Please bring your PowerPoint on a flash drive.

Presentation should be emailed to Sarah Sheets at [sarahsheets@arkansastrucking.com](mailto:sarahsheets@arkansastrucking.com) at least 2 weeks prior to meeting date; as presentation and accompanying material must be reviewed and approved by the ATA liaison and MTC Officers for technical content.

Speaker should provide ATA with a brief biography that will be used for introductory purposes at the meeting. To include current employment information, educational and/or technical experience, industry affiliation, etc.

Speaker should plan to arrive 30 minutes prior to meeting on event date to allow sufficient time for setup - adjust slides and/or videos and will give the session organizer an opportunity to go over last minute details.

Failure to comply with any of the aforementioned Guidelines may result in last minute changes deemed necessary by the MTC Officers.

After the meeting, please provide Sarah Sheets a copy of your PowerPoint presentation for posting on the ATA website. If you are opposed to having your presentation on the website, please inform Mrs. Sheets.

### **Presentation Fees**

The fee schedule for presentation privileges is as follows:

Non-Member: \$1,200.00

Member:

\$600.00 (one presenting company)

\$450.00/each (two presenting companies)

\$300.00/each (three presenting companies)

\$225.00/each (four presenting companies)

**I have read, understand, and agree to the above guidelines and fees.**

Name \_\_\_\_\_

Company \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_

Please contact ATA with any questions.

Submit to Sarah Sheets of ATA by fax/mail/email: [sarahsheets@arkansastrucking.com](mailto:sarahsheets@arkansastrucking.com)