

## AFFILIATE PRESENTATION APPLICATION FORM

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Presentation Date:** \_\_\_\_\_

**Venue Name:** \_\_\_\_\_

**Venue Address:** \_\_\_\_\_

**Venue Contact:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Venue Email:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_

I, ..... have read and agree to abide by the  
AHSCA WA Chapter Presentation Terms and Conditions.

.....  
Signature

.....  
Date

# **AFFILIATE PRESENTATION TERMS & CONDITIONS**

## **Applications**

Application to host an Affiliates product information night shall be made in writing to the AHSCA and include the following:

- Brief summary of presentation
- Estimated time required to deliver presentation
- Key speakers on the night
- Equipment being displayed on the night
- Copies of Public Liability Insurances

## **Invitations**

- All members of the AHSCA & IPA are entitled to attend Affiliate presentations.
- AHSCA members include Full, Associates, Corporate, Student and Affiliate members.
- Institute of Plumbing – All full members
- Invitations shall be co-ordinated between Michael Jarrad and the affiliate presenter and must be approved by AHSCA WA Chapter prior to issuing. All invitations must carry the official AHSCA logo.

## **Number of permitted attendees**

- Only one attendee is permitted per invitation, (member)

## **Attendance Register**

- A written register of attendees and non-attendees is to be presented to the AHSCA within 14 days of the presentation night. (member)

## **Authority Time slot**

- The AHSCA reserve the right to invite a guest speaker from a utility service provider to deliver a 10 -15 minute presentation on updates, code changes and general industries issues. This presentation would be after the main affiliates presentation

## **Presentations**

Should be:

- Keep within 30 minutes
- Informative
- Visual
- Have technical substance
- Engage the attendee's in the process