

PROGRAM SPEAKER'S GUIDELINES FOR T.W.U.A. DISTRICT/CHAPTER MEETINGS

Thank you for agreeing to provide an education and training offering ("program") for one of the T.W.U.A. Districts or Chapters. We do appreciate your help.

Perhaps the most important feature of the District/Chapter meetings is the two hours of operator licensing credit which may be granted by the Texas Commission on Environmental Quality to those who attend.

Because of the tremendous importance of the operator licensing credits, and in order to assure their being approved, we must insist that the following guidelines be closely followed:

1. **Topic:** The program topic must be directly related to water and/or wastewater operations and maintenance. It is preferred that it apply to both the potable water and wastewater sectors.

Suitable topics would include problem solving procedures or techniques, various products available to accomplish a particular task, information related to the rules and regulations under which utilities operate, or any knowledge or skill particular to operations and/or maintenance of water utilities facilities or systems.

2. **Length:** The program must be at least sixty (60) minutes in length, in addition to the question and answer period at the end of the prepared program.
3. **Content:** The program must be educational; that is, non-commercial in nature and not directed to a particular product line.

It is believed that you will realize an advertising or promotional benefit from your participation, and that is not objectionable -- although the program itself must be non-commercial.

You are welcome to offer promotional literature, pamphlets, brochures, etc. about your product or services after the meeting.

We believe these guidelines will serve to protect the interests of those who attend for operator certification credit and to preserve the trust placed in us by the Texas Commission on Environmental Quality.

We believe that they will ensure a fair and honest approach by all vendors of products or services to the water utilities industry, and thus will serve to protect you as well.

Thank you again for helping.

Questions may be directed to us as follows:

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Austin, Texas 78723-1093
888/367-8982 or 512/459-3124
FAX 512/459-7124