

IFMA Atlanta Anti-Commercialization Agreement

This quality commitment statement is intended to provide the chapter validation to maintain the highest quality educational standards to be applied for all face-to-face programs and educational events that are applying for CFM/CEU Credits.

Provider Organization name: _____ IFMA ID# _____

Presenter name: _____

The benefits for a quality commitment to the Atlanta Chapter if IFMA will include:

1. The presenter's personal and professional reputation as a resource for quality education and information will be maintained.
2. The provider organization will be recognized as an excellent, unbiased source of education for the chapter's members. In addition, the Provider organization's business goals will be achieved, assuming future marketing and sales opportunities will result so that no direct marketing materials will appear in the event publication.
3. IFMA will maintain its stature and credibility with the credentialing boards as a primary source for continuing education opportunities for the facility management profession.
4. Facility Managers will continue to receive the quality education that have come to expect from Atlanta Chapter of IFMA registered programs.

To ensure that these benefits are accomplished, I agree to:

1. Deliver the registered program, as approved by the Atlanta Chapter of IFMA, without endorsements, bias, marketing or sales orientation.
2. Not alter the content of the program as it relates to the learning objectives. However, I understand that personalizing programs for presenter and location is allowed.
3. Strive to make my verbal presentation and written graphic materials as meaningful, accurate, appropriate, and interesting as possible and deliver it in the timeframe for which the program was registered.
4. Promote all programs accurately and consistently with Atlanta Chapter of IFMA approved language.
5. Ensure that the company logos, product name, and branding are limited to the first and last slides only of any presentation (unless the copyright slide is used) and recognize that any information and handouts distributed during the educational session of the program are done so with the intent to reinforce the learning objectives and will not be proprietary in nature.
6. Ensure that the Quality Assurance slides are included and reviewed with the participants during every presentation. I understand that this applies specifically to PowerPoint slide format programs.
7. Collect attendance record information that is accurate and legible. If a different sign-in sheet is used, all the appropriate information will be gathered and be legible so that it can be transposed onto a hardcopy form or entered into an online form. They will be submitted to the credentialing manager or approved chapter agent within the 10 day timeframe post event.
8. Make participants aware that their attendance is required for the entire program in order for credit to be issued and if their member number is missing or illegible, they will not get credit for their attendance. Partial credit is not given at any time.
9. Distribute and collect an evaluation for to gather feedback about the program content and delivery if an online survey is not already being administered by the chapter.
10. Provide a certificate of completion, within 10 days of the program, to any participant who requests one.
11. Defer product and proprietary specific questions of my particular products/services for discussion AFTER the formal, educational portion of the program has been completed. I understand that I can also discuss proprietary information BEFORE the program.
12. I will not build in proprietary content to the program time that has been registered with the Atlanta Chapter of IFMA.

I understand that my compliance is critical to my organization's continued success and participation in the Atlanta Chapter of IFMA.

_____ / /

Name (Printed)

Signature

Date