



# 2017 INSTRUCTOR CONTRACT

\*Please review the following terms and conditions and return the signed portion of the contract to [jae@smta.org](mailto:jae@smta.org)

## INSTRUCTOR TERMS AND CONDITIONS

The following terms and conditions are applicable to instructors providing educational services at SMTA International:

- Subject matter must be related to electronics manufacturing and/or advanced packaging technologies.
- The length of the workshop is three and-a-half-hours for a half-day course.
- To ensure interactive sessions, class size is limited to 60 persons maximum.
- **NON-COMMERCIAL REQUIREMENT**-This educational forum is intended to provide a non-commercial view of technology. SMTA requires that all instructors provide an objective and non-biased viewpoint in their presentations and handouts. The use of company logos/commercial references in any printed material or audio-visual presentations is not acceptable and will be returned to the instructor for editing prior to duplication. When required, only generic product names are acceptable.

## COURSE REVIEW

All new courses are reviewed and scored by the Technical Committee using the following criteria:

- Is the subject matter of value to the SMTA audience? (Max - 7 points)
- Has the course been presented before at an SMTA event? If so, where/when/approximate number of attendees? (Max - 5 points; points waived if a new course)
- Course description based on quality of proposals. [Objectives clearly defined? Appropriate for intended audience? Scope defined? Class length appropriate for material covered? Material up to date? Expertise of instructor for topic? (Max - 15 points)
- Previous ratings based on scores and number attendees (Max - 5 points)
- Is the Instructor a member of SMTA? (Max - 3 points)

## COMPENSATION

### Consultants/Professional Instructors

#### Workshop (half-day)

- \$625 plus \$50 per student above 20 students. For co-instructors, compensation will be divided equally.

### Supplier or User Company Employees

You may elect to receive either the compensation fee or travel expenses, but not both. Please advise the SMTA which option you prefer when you return your signed contract.

## TRAVEL EXPENSES

### Consultants/Professional Instructors

- **Hotel room** for the day prior to and the day(s) of the workshop
- Round-trip, coach **air travel** at the lowest available fare.
- Where available, complimentary **airport to hotel transportation** should be used.
- Auto **mileage** to and from home to airport is 56.5 cents/mile.
- Meals, car rental, or incidentals such as phone calls, laundry, movies, and entertainment will not be reimbursed.

- **Travel expenses are limited to \$1,000 maximum.** For travel outside of the US, expenses are not to exceed \$1,500.

## PAYMENT

Payment of fees and travel expenses will be paid within 60 days after receipt of expense report. The expense report (with receipts) should be submitted to the Conference Coordinator within 30 days after the conference.

## CANCELLATIONS

SMTA International reserves the right to cancel any workshop up to **10** working days before the date of the course based on registration of less than 10 people.

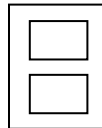
## COURSE MATERIALS – SMTA Format Requirements

Attendees expect to receive a comprehensive handout, which will serve as a useful reference after the course. Your handout should include the text of your presentation, slides, and reference information for all presentations. To ensure your handout is high quality for printing purposes and provides exceptional value to the attendees, the SMTA has established the following REQUIREMENTS for all instructor presentations:

- For maximum clarity and readability, the **SMTA will provide a slide template that is required to be used by all instructors.** The template can be downloaded on the SMTA International Website on the Speaker Info page – or e-mail [jae@smta.org](mailto:jae@smta.org) for a copy.
- Course handouts must be professional in appearance. Graphics should be clear in black and white. Handouts are duplicated in black and white.
- Insert a page number for each slide on the bottom right hand corner
- The course handout with an SMTA custom cover will be duplicated by SMTA
- **An electronic version of the handout (conforming to the SMTA Format Requirements) is required no later than Tuesday, August 1, 2017.**

If you submit your handout as a **PDF file**, please use the layout shown below. If you send your materials in PowerPoint, we will format your handout to the same specifications.

- Handouts should be formatted with two slides to a page.
- The layout should look like this diagram:



Please upload course material to our ftp site at [http://www.smta.org/smtai/speaker\\_info.cfm](http://www.smta.org/smtai/speaker_info.cfm)

## COURSE PROMOTION

Instructors submitted a course outline which will be used in printed and electronic advertising. Programs will be available and you will receive a copy. If you would like additional copies, please note this when you sign/return your contract. If you have a mailing list, please provide us with labels or an electronic version and we will mail the brochure.

## EVALUATIONS

All course participants receive evaluation forms. Please encourage your attendees to complete the forms and return them to you or the door monitor. Following the event, an evaluation summary will be sent to you.

## STUDENT COURSE MONITOR

SMTA will work to solicit student volunteers to assist you in your course management. If a student volunteers to monitor your course, you will be notified prior to your course. This student will: take attendance and ensure students have signed in, pass out handouts, evaluations, and certificates, and assist with any issues that may come up during your course.

## 2017 TERMS AND CONDITIONS FOR INSTRUCTOR SERVICES

Save this page to your computer, enter the information,  
and return to [jae@smta.org](mailto:jae@smta.org)

I agree to the SMTA Non-Commercialism Policy for my presentation and handout material.

I agree to follow the SMTA Course Handout Format Requirements.

I will submit my course materials by **Tuesday, August 1, 2017 deadline.**

- YES!** I agree to all of the above and accept the Technical Committee's invitation to present my course.

### Instructor Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Mail Payment to:

Address1: \_\_\_\_\_

Address 2 (PO/MS/Bldg.): \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Social Security #: \_\_\_\_\_ \*Tax ID No: \_\_\_\_\_

[\*This information is required prior to issuing your check.]

### **NOTE Supplier Company Employees:**

You may elect to receive either the compensation fee or travel expenses, **not both**.

Please check one:  Fee  Travel

- I would like to receive # \_\_\_\_\_ copies of the program
- I would like you to promote to my mailing list:  Yes  No
- I will provide you with  labels or  an electronic version of **my list by June 1<sup>st</sup>**.

### AIRLINE AND HOTEL

**IMPORTANT!** Do not make flight plans without consulting the SMTA to confirm the number of pre-registrations for your course(s).

- I will make my own flight and hotel arrangements
- I prefer the SMTA make my arrangements after contacting me

► Instructor Signature \_\_\_\_\_

(Either electronic or handwritten is acceptable)

**Please return signed contract to [jae@smta.org](mailto:jae@smta.org)**

*Thank you and we look forward to working with you in the coming months!*