



AFCOM Chapter Speakers Do's and Don'ts

Vendor Presentation Guidelines:

Unacceptable:

1. All chapter presentations must be of educational value. AFCOM will not allow sales/marketing presentations to their members in a local chapter setting.
2. Never mention the name or product of another vendor in your presentation.
3. Never compare your product or another product. (Never explain what your product does in relation to the topic being presented.)
4. Comments like, "Our product is the best because..." **are unacceptable.**
5. Never use another vendor as an example (good or bad).
6. Comparisons:
 - a. Never use specifics like Brand A vs. Brand B.
 - b. Never say why your product/service is the best.
7. Discussion of products/services before or during the meeting. This includes mealtime and breaks. (Unless a member specifically requests this information in the conversation.)
8. Pressure from a vendor for a business card, phone number or email.
9. Bringing vendor giveaways to the chapter meeting without prior approval from the chapter board.
10. Leaving vendor-related literature/materials without approval from the chapter board.
11. Vendors may not ask for any chapter attendee meeting lists. Per chapter bylaws, "AFCOM International lists are proprietary and confidential and are not to be loaned, sold, or used in any manner whatsoever not specifically stated herein."

Acceptable:

1. Introducing yourself and the company you represent during chapter introductions.
2. Exchanging business cards at any time.
3. Giveaways (hats, t-shirts, restaurant gift certificates, electronic devices, etc.) are allowed at the designated display area after the presentations have been made per the approval from the chapter board.
4. A vendor may bring literature to leave, but only if approved by the chapter board.
5. Discussions may occur after the meeting has completed.
6. A vendor may ask for constructive criticism from their presentation given to the chapter members.

AFCOM Membership:

Stated in the AFCOM bylaws, Article III Section 1:

Each member shall be approved individually, and each member shall be engaged in a data center, network or other enterprise systems activity, physically located within the geographical area specified in Article II, and must be a member of AFCOM International.

Membership may be granted to persons of good character who are engaged as:

1. Managerial or supervisory personnel with some direct or indirect responsibility for any facet of data center, network or enterprise system management.
2. Senior or lead computer operators; management information technicians or specialists; schedulers; data processing operations technicians; and senior or lead data entry personnel.
3. Staff, manager's educators, vendors, and other who have an interest in enterprise systems management.