

INDUSTRY MEMBERS

A Guide to the Association's Culture & Business Relationships



NAGDCA's industry members are important partners in the viability and growth of the Association. In fact, much of the association's success over the past quarter century can be credited to the participation of the industry's corporate organizations

(Industry Members) in the activities of the association.

A climate or culture specific to NAGDCA has also evolved over the years, a culture that government and industry members appreciate and protect. This culture is directed by several policies and procedures that are designed to afford member equity and a quality networking environment unencumbered by overt sales activities. While most of the policies pertain to conference participation, the tone and tenor of the policies indicate the Association's perspective on member interaction and sales activities.

This information piece is a guide to understanding Industry Membership in NAGDCA and the principles which govern fair and equitable participation in the organization.

MEMBER BENEFITS

- An Annual Conference that offers unparalleled networking opportunities
- Quarterly Newsletters that provide the latest information on association issues, members and legislative matters
- Legislative Representation in Washington, DC through our relationship with Susan J. White and Associates
- A constantly evolving Interactive Association Web site at www.nagdca.org that provides up-to-date information on federal activities, meetings, members, RFPs, a searchable member database/directory, and more
- An Annual Online Membership Directory that assists in locating members from other jurisdictions and companies, as well as NAGDCA committee members and officers
- Participation in NAGDCASTs, NAGDCA's interactive, web-based educational programs, for a nominal fee, plus the opportunity to participate in the NAGDCASTs as a sponsor, which provides name recognition through out the year (on the website, at the annual conference and on each webcast)

INDUSTRY MEMBERSHIP MOST ASKED QUESTIONS:

Q: What is the membership rate?

A: Corporate membership fees are \$900 and cover the primary representative from your organization. If more than one person from your company wants to be a member of NAGDCA, each subsequent associate membership fee is \$400. This associate membership is only available after the company has purchased a primary membership. The primary representative is the voting member of NAGDCA, when business matters are presented to the industry for a vote, typically at the annual conference.

Q: What does my membership fee cover?

A: As a member of NAGDCA, you will receive all newsletters and publications via e-mail and have access to the member only portion of the Web site. This includes a complete listing (with contact information) for all government and industry

members. You also will be able to participate in events (annual conference, Web casts) and purchase available materials at the reduced member fee.

Q: If I don't join NAGDCA until the annual conference in the fall, are my membership fees pro-rated for the year?

A: No, regardless of when you join NAGDCA, you will be required to pay the full year's membership cost. If you prefer to join, or renew your membership right before the conference, you will miss out on all of the benefits of membership (including newsletters, publications, access to the members' Web site, etc.) during two-thirds of the year.



- Affiliation with the International Foundation for Retirement Education (InFRE), which offers certification and continuing educational credits
- Clearinghouse documents and related resources that offer answers and perspective on defined contribution issues by showing the actual practices of other state and local governments
- Coalitions with other national organizations—such as the National Association of State Retirement Administrators (NASRA), National Association of Counties (NACo), National Governor's Association (NGA), International Foundation for Employee Benefit Plans (IFEBC), National Council on Teachers' Retirement (NCTR), National Conference of State Legislators (NCSL), National League of Cities (NLC), United States Conference of Mayors (USCM), American Federation of State, County, and Municipal Employees (AFSCME), and the American Federation of Teachers (AFT)—in the retirement arena that strengthen our voice with Congress and the Executive branch
- Educational Publications such as electronic brochures that support your professional development
- DC Plan Surveys that provide information critical to understanding administrative issues and industry trends
- Access to continuing education credits at the Annual Conference
- Conference registration will not be processed unless appropriate NAGDCA membership has been initiated or renewed. Payment for membership can be submitted at the same time as the conference registration.
- Conference registrations that are received for individuals with outstanding payments for publications, prior meetings, or any other NAGDCA programs/services will not be processed until all outstanding items have been paid in full. Should payments not be received prior to the start of the conference, conference registration credentials and materials will not be distributed unless a credit card is provided for all outstanding payments. No exceptions to this policy will be made.
- Other registration and cancellation policies apply and are included in registration forms.
- Official Delegate Roster - Registrations or any changes to the registrations that are received after the date specified in the registration materials will not be included in the official roster of delegates provided on site with registration materials. Registrations received after that date will be included in the delegate registry finalized after the end of the conference and placed on NAGDCA's Web site in the Members-only section. NAGDCA will try to make an unofficial listing of delegate changes available on-site.

MISCELLANEOUS NAGDCA CONFERENCE POLICIES OF INTEREST TO INDUSTRY MEMBERS

- Registration forms cannot be processed unless a completed registration form is submitted for each delegate and payment is made/method of payment is indicated. Note: Corporate entities making payments for government members must include registration forms for each delegate.

- Industry members are not permitted display areas for company information.
- Industry members holding a large number of rooms from NAGDCA's room block at the main conference hotel for associate members who will be attending the conference as delegates must release all rooms that have not been assigned to individual delegates no later than 90 days prior to the start of the conference.

Once inside 90 days of the start of the conference, two night's room and tax will be assessed for each cancelled reservation except in the case of a one night stay where one night's room and tax will be assessed. NAGDCA will charge the responsible company/organization for these charges. These fees will only be assessed if NAGDCA incurs a hotel attrition fee for not meeting its contracted room block.



CONFERENCE SPEAKER SELECTION PROCESS AND POLICIES

NAGDCA relies heavily on its industry members to serve as educational session speakers at annual conferences and similar meetings. Industry members who wish to be considered as a speaker, or who wish to present another representative from their company as a potential speaker, will be interested in the following policies and procedures.

- All educational session titles, descriptions and outcomes are developed by the Annual Conference Committee. The conference session topics are made available to all members so that they may seek selection as a speaker. All speaker submissions must be in reference to the conference educational session information distributed by NAGDCA.
- Authority for selection and/or retention of all speakers rests with the Annual Conference Committee. While equity and fairness in selecting speakers from various governmental entities and companies is accorded, speakers are selected based upon their experience and qualifications to speak on specific topics. The Annual Conference Committee reserves the right to maintain or revise speaker selections in the event that a confirmed speaker cannot attend the conference or changes employment.
- All selected speakers are required to adhere to all established deadlines relating to receipt of biographies, audio-visual requirements forms, and handouts. Failure to meet deadlines may result in Annual Conference Committee reevaluation of the assigned speaking activity.



- PowerPoint presentations are the preferred method of presentation for conference sessions. Speakers are to submit presentations to NAGDCA by the required deadline. NAGDCA will then develop for each speaker a PowerPoint template branded to NAGDCA's conference. No PowerPoint presentations or updates to previously submitted presentations brought to the conference may be utilized unless staff reviews and approves the

revision. Note: NAGDCA reserves the right to remove logos that are included in submitted presentations.



- NAGDCA distributes a Conference Binder to all delegates that includes a copy of all Power Point presentations or session outlines. Selected speakers must meet the specified deadline associated with the outline/handout.
** No on-site duplication of materials will be managed or funded by NAGDCA unless approved in advance of the conference. Note: supplemental materials such as position papers, business plans, etc. will be evaluated for inclusion in the Handbook on a case-by-case basis.
- Sales presentations during NAGDCA educational sessions are strictly prohibited. Distribution during educational sessions of books/book order forms or articles authored by speakers is strictly prohibited unless authorized by the Annual Conference Committee.
- Conference registration fees must be paid in full by member speakers, except as designated in advance for speakers solicited by NAGDCA who are not participating in the full conference.

CONFERENCE SPONSORSHIP POLICIES

Many NAGDCA industry members find value in participating in NAGDCA conferences and meetings as sponsors of events or conference-related items. Benefits and policies related to sponsorships apply as follows.

Sponsor Benefits

- Recognition by name in conference registration brochure, program, conference binder, Fast Fax communications, and signage.
- Receipt of bi-weekly electronic versions of the preliminary attendance list in advance of the conference, beginning July 1. Rosters of delegate registrants will be released in advance of the conference only to official industry member sponsors. Rosters from previous conferences will not be re-released. Rosters are not to be used for mass mailings but can be used to send client invitations for events during NAGDCA conferences.
- Receipt of badge sponsor ribbons for all company representatives attending the conference.



CODE OF CONDUCT: NAGDCA INDUSTRY MEMBERS

The Industry Members of the National Association of Government Defined Contribution Administrators, Inc. will abide by the rules and regulations herein described while in attendance at an Annual

Conference or Regional Meeting. To wit, Industry Members and/or their representatives:

1. will not schedule any event for meeting attendees which conflicts with time periods dedicated to official "meeting functions." The definition of a "meeting function" is any activity appearing in the NAGDCA program/conference schedule.
2. will not use participation on a panel, discussion group, or other educational portion of the conference program as an opportunity to deliver a "commercial" for their products and services. Visual aids utilized during presentations may not display corporate names or logos. Information must be conveyed in the
3. will not construct booths or sales-oriented displays at an annual conference or other meeting to promote their company's products and services.
4. will not mass distribute brochures, flyers, or other materials to conference delegates prior to or during a conference or meeting including items handed out during conference sessions such as prizes. This is not permitted without prior written consent from the Executive Board.
5. will conduct themselves in an ethical and professional manner at all times during a conference or meeting while interacting with Government Members and fellow Industry Members.

Sponsor Policies

- Private events planned by industry members may not be scheduled during any portion of an official conference event or function (includes "actual meetings or organizing" and travel time).
- Sponsors of social events must provide NAGDCA HQ staff with participant lists and information about on-site registration for the event one day prior to the opening of the conference.
- Companies that sponsor an event at the conference may elect to bring employees to the conference site to serve as hosts for its sponsored event. Such employees are not, however, eligible to reserve rooms from NAGDCA's conference room block or attend any other conference meetings or functions as registered delegates.
- Sponsors are not permitted display areas for company information.
- Mass distribution of brochures, flyers, or other materials to conference delegates prior to or during a conference or meeting is not permitted without prior written consent from the Executive Board.
- Payment for sponsored item/function must be made prior to the first day of the annual conference (where applicable).
- Planning for all private corporate events is the responsibility of industry members.

Note: By submitting a conference or meeting registration form, the member/delegate agrees to all policies stated in the registration forms and understands that the NAGDCA Executive Board may, at its sole discretion, elect to discipline Industry members who fail to follow this Code of Conduct. This may include formal reprimand, suspension for a specified period, or permanent expulsion from the Association.



Questions? Comments?

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