



ISSA Austin Chapter Meeting Speakers and Sponsors Policy

Introduction

This policy defines the process for Information Security (“InfoSec”) subject matter experts (“Speaker”) and organization sponsors (“Sponsor”) to participate in events hosted by the Capitol of Texas Chapter of the Information Systems Security Association (“ISSA Austin”). ISSA Austin conducts monthly chapter meetings normally on the third Tuesday of each month at the University of Texas Joe Thompson Conference Center from 11:30 to 1:00 pm central time but may host chapter meetings at other locations, dates or times. A list of events is located on the calendar at <https://www.austinissa.org/>.

This policy pertains to chapter meetings only. Training classes or other meetings are out of scope. ISSA Austin welcomes and encourages recommendations for additional classes on InfoSec topics.

This document contains four sections:

- **General:** This section pertains to both Sponsors or Speakers.
- **Sponsorship Policy:** This section pertains to Sponsors only.
- **Speakers Policy:** This section pertains to Speakers only.
- **Presentation Recommendations:** Guidelines to help speakers the quality of their presentations.

General

ISSA Austin will not share or sell its membership list to any Speaker or Sponsor. However, Speakers or Sponsors are welcome to ask for contact information from the audience or any non-attending member.

Speakers or Sponsors:

- Are welcome to offer raffles or other prizes but must communicate their interest to the respective ISSA Director in advance.
- May invite up to two individuals to the chapter meeting, including lunch, free of charge. Complimentary tickets must be coordinated in advance by email to the Treasurer at treasurer@austinissa.org.

Marketing and sales representatives who are not sponsors may attend the presentation and network with the attendees but must refrain from activities which would threaten the non-profit status of ISSA Austin such as direct marketing or sales. Marketing and/or sales representatives should visit the chapter’s Sponsorship web page for information on sponsoring an event. ISSA Austin regularly hosts social events to encourage networking amongst information security professionals. Marketing and sale representatives are encouraged to meet with potential customers outside of the chapter meeting environment.

ISSA Austin Chapter Meeting Speakers and Sponsors Policy

The ISSA Austin Board reserves the right to approve or reject all speaker topics and requests for sponsorship.

Sponsorship Policy

The Sponsorship Director is responsible for scheduling sponsorship presentations at chapter meetings and will work directly with all Sponsors. The Sponsorship Director's email address is sponsor@austinissa.org

ISSA Austin will provide a table for the Sponsor to exhibit sales materials.

Sponsors are encouraged to present their product or service for a **maximum of five minutes before the Speaker's presentation**. Due to time constraints, sponsors exceeding their allotted time may be asked to conclude their remarks to ensure the speaker can start on time. In the event Sponsors need additional time, they should communicate requirements in advance of the chapter meeting directly to the Sponsorship Director.

Speakers Policy

The Education Director is responsible for determining the qualifications of the presentation and for scheduling speakers at chapter meetings and works directly with all Speakers. The Education Director may be contacted at education@austinissa.org.

To ensure presentations meet the chapter's educational objectives the presentation must meet **one** of the following requirements:

- **Vendor Neutral:** The topic may focus on any current or historical non-vendor, InfoSec topic.
- **Vendor Specific:** Topics are permitted as long as the objective is to impart knowledge on the audience so that they may learn about or *immediately* improve the security to an existing environment without additional purchase. For this category, presentations must provide references to competing products as appropriate. Speakers must refrain from focusing only on attributes available in specific products for which they have a commercial interest and instead focus on the information security educational aspect of the presentation.

Speakers may include their company name and/or logo in their presentation.

Presentations must be an InfoSec topic relevant to data confidentiality, integrity or availability or infrastructure protection.

The primary Speaker must be a practicing InfoSec expert, researcher or student with knowledge of the subject matter. Additional Speakers may provide expert advice of the *impact* that applies to their field of expertise regarding the subject matter. For example, attorneys may provide legal advice or physicians may provide medical advice regarding the impact.

Information, including tools, source code, etc. may not violate U.S. or international trademark or copyright protection. Open source code is permitted provided that it is within the applicable open source license requirements.

ISSA Austin Chapter Meeting Speakers and Sponsors Policy

Some facets of InfoSec are not without controversy. Austin ISSA welcomes controversial topics provided that education is the ultimate goal and the Speaker permits and respects opposing points of view. **The Speaker understands that their views and opinions are their own and may not reflect the opinions of ISSA Austin, ISSA or any representing or past Sponsors.**

Speakers maintain full rights to their presentations. With the Speaker's permission, ISSA Austin will post presentations and relevant information on the chapter's page at <https://www.issa.org/> which is accessible only to ISSA members.

Chapter meeting fees are established by the Austin ISSA Board and are all inclusive. Additional fees required for a presentation are not permitted but the presentation may be offered as a separate class.

Presentation Recommendations

Education is one key reason why many Infosec professionals join ISSA. The information in this section is based upon survey feedback from our members of previous presentations.

The audience tends to favor presentations that contain very detailed information over summaries or introductory topics. Our members openly prefer topics that are discussed in great detail.

Our members appreciate very detailed information even in highly specialized fields such as law, medicine and physics.

Demonstrations and examples are welcome and encouraged.

Speakers are welcome to contact the ISSA Education Director if they have any questions pertaining to specific topics.

Texts containing fonts that are 18 points or larger are preferred so that the information may be easily seen by the audience.

Presentations should avoid a lot of background clutter so that the information is easier to read.

Speakers are encouraged to bring their own adapters, especially USB-C and other specialized adapters. Adapters are often available at the site but sometimes may not work for all laptops.

Speakers are encouraged to bring their presentation on a flash drive as a backup. Some ISSA officers bring their own laptops which will serve as a backup in case the speaker's laptop doesn't work.

Speakers are encouraged to use the provided microphones. Some audience members have a hard time hearing speakers—even those who project very well.

Wi-Fi is available.