

ASAP POLICY ON SHARING PRESENTATIONS AND HANDOUTS
APPROVED BY THE BOARD OF DIRECTORS ON JULY 23, 2012

ASAP strongly encourages all federal government speakers who have prepared presentations under the auspices of their respective agencies, to comply with their agency guidelines in terms of making materials available. Participants should **NOT** assume that all of these presentations are available for sharing and posting on agency sites, even if the speaker has a federal agency affiliation.

1. Generally, copies of materials used in training presentations (student handouts, Power Point presentations) will be available to all **paying** personnel attending ASAP training programs. The exception will apply when a presenter has copyrighted material as part of the presentation or has requested otherwise.
2. Generally, training materials will not be disclosed by ASAP to individuals not enrolled in ASAP training programs.
3. If an agency or other entity asks if it may use ASAP training materials it has received at a training program one of its employees has attended for its own training purposes (or on an intranet site), permission will not be granted. ASAP will direct the requester to the individual presenter(s).
4. Instructors may make their training presentations public at their own discretion or if their agency requires it. If ASAP were to pay a presenter to develop a presentation specifically for ASAP, ASAP will retain the rights to that presentation material.