**Guidelines for Technical Section Events**

**Partnerships**

Special care should be taken when holding joint events in order not to jeopardize SPE’s brand or not-for-profit status.

It is important that these partnership events are in compliance with SPE’s [Events Policy and Procedure Manual](https://www.spe.org/about/docs/meetings.pdf).

When entering into a partnership with another organization or an event, it is important to alert your staff liaison

Of this activity. In some cases, as below, SPE Board approval may be required to hold such an event:

* Partnering with a commercial organization.
* Allowing another organization to use SPE’s logo.
* Including technical section content in another organization’s program.
* Marketing the event beyond the membership of the technical section.
* Non-compliance of any part of the SPE’s [Event Naming Policy](https://www.spe.org/about/event-naming-policy.php).

**Finances**

For events that are managed by SPE staff, direct and staff charges must be recovered. The recovery of these expenses, as well as a portion of the profits, is absolutely essential to enable the Society to deliver consistent, high-quality products and services to all members in all locations. Allocationof the net revenue will be negotiated on a case-by-case basis.

**Timing**

When planning an event, it is important to confirm that the event topic does not overlap with another SPE International or local section’s event in a similar timeframe. Your staff liaison will assist you in confirming this.