

UNITED STATES POWER SQUADRONS®
INSTRUCTOR DEVELOPMENT COMMITTEE

GUIDELINES FOR TEACHING AIDS EXHIBIT
AT THE USPS ANNUAL MEETING

1. The Teaching Aid must have been used in a USPS course or seminar during the past two educational years.
2. Each District may enter **one** aid that was judged “Best-in-Show” at their last District Fall Conference.
3. The teaching aid must be accompanied by the following three pieces of paperwork where applicable: (a) a statement of purpose; (b) construction plans; and (c) operating instructions. Electronic copies of these should be emailed to the Chair, IDCom prior to the Annual Meeting. This will give the committee an idea as to the number of aids being displayed and will be included with the pictures posted to the IDCom web site.
4. A completed registration form must be hand delivered to the Teaching Aids Exhibit Registration Desk. The form may be completed, saved, and printed on-line.
5. Any District shipping a teaching aid to the exhibit at the Annual Meeting must send it to the Annual Meeting hotel marked: “Hold For (Your District Representative)”, probably your DEO.
6. Shipped aids must arrive by Thursday, the week of the Annual Meeting.
7. The Instructor Development Committee will neither accept nor re-ship any teaching aid that was sent to the Annual Meeting site.
8. Shipping costs are the responsibility of the District.
9. Teaching Aids must be registered on Thursday between 0900 and 1600; Teaching Aids must be displayed by Friday morning as judging will begin at 1200 on Friday.
10. The exhibitor is responsible for placing the Teaching Aid as directed by an ID Committee Member.
11. Teaching Aids will be on display in the vendor area of the Annual Meeting. This area is normally open from 0800 Thursday through 1200 Saturday and all Teaching Aids must be removed by 1100 Saturday. Please check the Annual Meeting agenda for any changes.
12. A teaching aid that has won Best in Show at the Annual Meeting Exhibit is not eligible in ensuing years.
13. The exhibit area may not be staffed for extended periods during the conference or overnight. All reasonable steps will be taken to ensure security of the exhibits but IDCom will not be responsible for any damage to or loss of the teaching aid. If you have specific concerns please contact the [Chair, IDCom](#).