

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 four pieces of paperwork where applicable: (a) a statement of purpose; (b) construction plans; (c) operating instructions; and (d) photograph (jpeg). 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 information posted on the IDCom web site.
4. A completed registration form must be hand delivered to the Teaching Aids Exhibit Area. 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 Friday between 0830 and 1000; Judging will begin at 1200.
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 an area determined by the Annual Meetings Committee and the ID Committee Teaching Aid Chair. Registrants will be notified by email once the display area is determined. All Teaching Aids must be removed between 1700 and 1800 on Friday. 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 at all times. 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](#).