

NAIC MEETINGS — VENDOR PRESENTATION GUIDELINES

Due to an increase in the number of vendor presentation requests being made to state regulators to demonstrate technology products and services during NAIC sponsored Meetings, NAIC Meeting – Vendor Presentation Guidelines have been established.

Benefits of the guidelines include:

- Ensure NAIC maintains a competitive and impartial bidding process to all third-party vendors.
- Ensure NAIC Committee Meeting agendas remain focused on policy-making discussions of insurance regulation.
- Provide equitable access for all vendors to NAIC meetings.
- Allow all NAIC Divisions to stay apprised of the vendor offerings being presented to our regulatory committees.

Vendor Presentation Guidelines Procedure

1. Vendor Completes Form – NAIC staff support asks the requesting vendor to complete a Vendor Presentation Request form (available at <http://meetings.naic.org>). A vendor presentation is defined as any interested party demonstrating a saleable technology product or service to state insurance regulators. All requests need to be received fifteen (15) working days prior to the vendor presentation date in order to provide approval.
2. Vendor Agreements – Vendor must agree to: a) comply with all NAIC procedures and hotel rules and regulations during the presentation; b) pay all related audio/visual/telephony equipment expenses incurred for the presentation; c) acknowledge their presentation does not represent or imply any commitment, sponsorship or binding agreement by the NAIC or state insurance regulatory agency; and d) sign a Confidentiality or Conflict of Interest Agreement (if deemed necessary).
3. Presentation Approval – All requests will be reviewed for approval by the NAIC Director of Member Services.
4. Notifications – Upon approval, NAIC staff support will notify the applicable NAIC Group Chair, and confirm presentation time with Vendor.

For additional questions related to NAIC Meeting Vendor Presentation Guidelines, please contact Trish Schoettger, NAIC Director of Member Services, tschoett@naic.org. Guidelines and form are available at <http://meetings.naic.org>.