



*Southwest Region ARMA International, Inc.*  
*Conferences - Host Chapter Policies & Procedures*

**Policies & Procedures Acknowledgement**

---

I acknowledge that I have received the *SWR Conferences - Host Chapter Policies & Procedures* guide. I understand and acknowledge that the latest version of the guide is dated 08/26/2013 and supersedes all previous versions. This guide is intended to provide me with information regarding the policies, procedures and general guidelines concerning the chapter hosting of a CRM Conference or Leadership Conference.

I understand that it is my responsibility to read and comply with all of the policies and procedures in the guide. I further understand that final decisions relating to content and presenters reside with the region's manager and coordinators, taking into account input from the chapter. I also understand that it is my responsibility to forward the *SWR Conferences - Host Chapter Policies & Procedures* to committee members assigned to work with the region leadership.

---

Host Chapter

---

Chapter President (Print & Signature)

---

Date