



Guidelines For ART Requests

“Captain As A Speaker” Campaign:

(Includes company driver safety meetings and awards banquets)

- Requesting company must be an ATA member
- Request must be submitted to the ART Manager at least five weeks prior to event (jhowells@trucking.org / 703.838.1836)
- If the time of the meeting/banquet requires that the Captain spend the night, the company will be asked to cover the hotel fees. ATA will pay all other travel expenses.
- The event must have a minimum of 25 attendees
- To submit a request for a “Captain as a Speaker,” email the following information to the ART Manager:
 - Date, time, and location of meeting/banquet
 - Desired topic (examples include safety, professionalism, image, essentiality, motivation)
 - Length of presentation
 - Estimated attendance
 - Point of contact on-site
- If pictures of the Captain at the event are available, ATA would appreciate copies to post on the ART website.