













MFPC PROFESSIONAL CONDUCT of SPEAKERS/LECTURERS

(Up-dated 2 Jan 2020)

- 1. Always to be ambassador of the MFPC.
- 2. To demonstrate professionalism and impartiality during the workshop/class presentation. Speaker shall not promote or criticize any company in specific. No personal or company product is to be promoted during the workshop/class.
- 3. Staff/agent poaching and recruiting activities are prohibited.
- 4. Punctual and to demonstrate effective time management.
- 5. To observe and follow the programme outline/content of the programme; and cover the full syllabus of the workshop/class on time.
- 6. To enhance presentation performance by quoting real life experiences or current development and circumstances in the market.
- 7. To bring along soft copy (CD or pen drive) of the workshop/class presentation slides. Speaker is allowed to project additional slides as extra or separate notes for further clarification and detailed explanation to the participants.
- 8. Speaker is required to review and up-date the presentation slides if slides are provided by the MFPC. Should amendments be made; Speaker is required to notify the MFPC secretariat; and provide the amended version to the secretariat prior to workshop/class.
- 9. Speaker to consent printing and/or upload of presentation slides for participants' reference; if the slides are prepared and/or developed by the Speaker.
- 10. The MFPC own the copy right of the presentation slides where slides are provided by the MFPC.
- 11. Only MFPC's logo and RFP/Shariah RFP logo are allowed to be printed on slides. Speaker's own company logo is NOT allowed to be printed on all slides.
- 12. Speaker should introduce himself/herself to the participants at the beginning of the workshop/class; Speaker is allowed to distribute name card to the participants when deem necessary.
- 13. MFPC Secretariat is responsible for appointment and replacement of Speaker.
- 14. A token of appreciation and/or contribution/voluntary service shall be consented between MFPC and Speakers/Lecturers prior to engagement of speaking assignment(s).
- 15. MFPC reserves the right to revise the Professional Conduct of Speakers/Lecturers from time to time.

Notes: Please be informed that MFPC is commonly conducting financial planning Workshops free-of-charge to undergraduates and public at large; especially to the B40 groups. You support and contribution to promote financial literacy programmes to the nation is highly appreciated.

------END------END-------