

ASCE PROFESSIONAL LIABILITY PROGRAM RISK MANAGEMENT CONTENT SUBMISSION FORM

The **ASCE Risk Management Hub** is a collection of resources to help engineering and design professionals manage their risk of professional liability claims. ASCE members may submit content to be considered for the Hub based on the guidelines below. Submissions will be edited for use in appropriate channels that may include blog posts, newsletters, case studies, video clips, or webinars. Final content will be reviewed and approved by **ASCE (e.g. Committee on Claims Reduction and Management)** and the professional liability program’s insurance carrier(s).

SUBMISSION GUIDELINES

- Content should be related to managing risk in the engineering/design field
- No information or documentation that would be subject to a litigation privilege for attorney-client communications or attorney work product should be submitted.
- Materials must be submitted by the original author
- Any identifying information should be removed to ensure privacy
- Word count should be between 650-2,000
- Sources should be fully cited
- Information should not be time sensitive

Please complete all information below and include an electronic copy of your submission (preferably Microsoft Word, but PDF is acceptable). You will be notified upon receipt. The review process may take between 2-6 weeks. If your content is used, submission recognition will be included.

1. AUTHOR

First Name	Last Name	Company
Title	Professional Designations	Phone Number
Email		

2. CONTENT

Title of Submission	Type (article, case study, white paper, blog post)
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Content Summary (250 words or less): _____

Has this content been published before? Yes No (If yes, please list the date and name of publication)

3. AUTHORIZATION AND RELEASE

I understand my submission (the “Submission”) made on behalf of the Association’s Insurance Program (hereinafter called “The Companies”) may be edited and used in connection with The Companies’ risk management website. I authorize The Companies to use my name and the Submission as defined on this form. I hereby irrevocably authorize The Companies to copy, exhibit, publish, or distribute the Submission for purposes of The Companies’ risk management programs or for any other lawful purpose. The Submission may be used in printed publications, multimedia presentations, on websites, or in any other distribution media. I agree that I will make no monetary or other claim against The Companies for the use of the Submission. In addition, I waive any right to inspect or approve the finished product, including written copy, wherein my Submission appears.

I hereby hold harmless and release The Companies from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I have read the authorization and release information and give my consent for the use as indicated above. I understand that by typing my first and last name, I am electronically signing this release form.

X		
Signature	Print Name	Date