



DAC MEMBER HANDBOOK

DAC membership is a free individual membership and is open to all individuals who work for Nortel resellers. Membership requirements are that each individual must attend either one conference or 6 conference calls in a calendar year.

DAC MISSION

The Distributor Alliance Council (DAC) will provide a forum to identify areas of common interests and concerns for the purpose of improving Enterprise products/services and Nortel/distributor processes. Issues, recommendations and requests coming from the Council will receive top priority within Nortel. The expected results from these activities will be improved product performance, operational effectiveness, technical support and Distributor/Nortel relations, raise customer satisfaction and improve Distributor/Nortel profitability.

MESSAGE FROM THE DAC EXECUTIVE STEERING COMMITTEE

The DAC Executive Steering Committee wants to see all DAC members receive the most from their DAC membership. In order to get high value from the DAC membership, a member should attend conference calls as well as attend the Bi-yearly conferences. DAC membership requirements are that a member attends either a conference OR 6 conference calls in a calendar year. However, the members who receive the most value from the DAC attend conference calls and the conferences.

The information in this handbook can be used for reference. Updates will be sent out periodically.

Please contact any Executive Steering Committee (ESC) Member or DAC Leadership Team Member if you have any questions or need any help. Contact information for the DAC Leadership Team is in this package.

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DAC TASK FORCE CONFERENCE CALLS

You can get more value from your DAC membership by attending the monthly task force conference calls. You can also meet your DAC membership requirements by attending 6 conference calls in one calendar year.

These task forces perform the day-to-day work of the DAC. Nortel provides end to end business content by presenting products, project updates, services and tools. Members get the opportunity to provide feedback (the good, bad and the ugly). Issues are worked until resolution is achieved; progress is tracked via standardized action registers.

It's easy to join these calls, just follow these easy steps:

1. Take a look at the DAC Committee List and find a Task Force that you are interested in.
2. Please find the DAC conference bridge number on the DAC Community web site or email info@dacamericas.org. Please note that all of the DAC conference calls are made on this conference bridge number so for security reasons it is not published.
3. On the day of the call, just dial into the conference bridge. Be sure and let the chair person know that you are on the bridge so you can get credit for attending call.

LEADERSHIP OPPORTUNITIES IN THE DAC

Want to hone your leadership and project management skills? Volunteer to chair a task force. Task Force chairs manage a variety of projects and lead team members in resolving issues. Contact an Executive Steering Committee member regarding task force and Executive Steering Committee opportunities.

DAC CONFERENCE REGISTRATION PROCESS FOR FUTURE CONFERENCES

The conference registration process is fairly simple although when you first look at it, it may look complicated.

Here are the main items to remember:

1. Register on line on or before the cutoff date. If you register on line before the cutoff date, you will not be charged the additional \$200 U.S. late registration fee.
2. Make your hotel reservations at the conference hotel under the DAC room rate and room block. If reservations are made under any other discount or promotion or you are not staying at the conference hotel (unless the hotel is full), an additional fee of \$200 will be charged. PLEASE NOTE: This does not apply to people living in the area.

DAC WEB SITES

- DAC COMMUNITY WEBSITE

The DAC community web site contains conference presentations, task force meeting minutes as well as other information that DAC members are interested in. (An individual must have a signed non-disclosure agreement on file with the DAC in order to access this site.)

Take a look at this site by:

- Going to <http://www.nortel.com>
- Logging in with your user id and pass-code (If you don't have a user id and pass-code, you will need to apply for one by emailing info@dacamericas.org.)
- Click on DAC on left hand side of page
- Go to File Exchange.
- All of the task force meeting minutes and documentation are under File Exchange.
- The Conference Call Bridge # is the first item.

ADDITIONAL DAC INFORMATION CAN BE FOUND AT
<http://www.dacamericas.org>

DAC EXECUTIVE STEERING COMMITTEE

To view the DAC Executive Steering Committee, please visit dacamericas.org.



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NON-DISCLOSURE AGREEMENT

Nortel and _____ ("The Company") are interested in entering into discussion with respect to certain Nortel technical information.

In the course of these discussions, Nortel may find it necessary to reveal trade secrets or proprietary technical information (collectively referred to as "Information") which it wishes to be held in confidence by the undersigned who is an employee and/or agent of The Company _____.

The undersigned hereby agrees that all information received during such discussions which Nortel signifies, either orally or in writing, to be a trade secret or proprietary information, will be treated as confidential and not disclosed to others, except employees of The Company to whom the undersigned has communicated the terms and conditions of this agreement and who agree in writing to abide by such terms and conditions, unless such information

1. was in the public domain prior to disclosure; or
2. was known (and evidenced by a writing thereof) by the undersigned prior to disclosure; or
3. was disclosed to The Company by a third party not in violation of any obligations to confidentiality to Nortel.

Dated at _____ this _____ of _____

AGREED:

NAME (Please print): _____

Signature: _____
