

**1. Member Company Delegate:** *Identify ONE person to fulfill this role.*

Per DCAT's organizational bylaws, "Each member company will designate an employee as its official Delegate who will represent the member company on all matters provided by law or by these bylaws." This person is requested to be an executive leader engaged with the organization who can determine organizational membership, voting, legal or dissolution matters.

**2. Membership Renewal Administrators** *Identify the contacts who will ensure the annual membership dues are renewed.*

**3. Employee Roster Administrators** *Identify the contacts who will keep accurate records of your company's contacts.*

**4. IT/Email Administrator** *Identify the contacts who will work with DCAT staff to resolve email deliverability issues.*

**5. DCAT Week Administrators** *Identify the contacts who are most likely to work with DCAT staff for your company's participation in DCAT Week.*

**6. Accounts Payable:** *Identify the contacts for the internal or external billing department. (I.e., annual dues, Dinner table, sponsorships, etc.)*

**7. Marketing/Communications:** *Identify the person(s) responsible for public relations, marketing/communications initiatives, sponsorship etc.*

**8. Member Company Representatives:** *Identify several contacts to be included in your company roster (no limit).*

Who should be included in your company roster of DCAT Member Company Representatives?

Employees engaged in bio/pharmaceutical development, manufacturing, and the related supply chain, as well as regulatory and quality professionals supporting manufacturing, and other corporate-related support functions, such as licensing. These include, C-suite, senior, and mid-level executives and other professionals involved in the following functions:

1. **Sourcing, procurement, and supply management** from bio/pharmaceutical companies, contract development and manufacturing organizations, contract manufacturing organizations (CDMOs/CMOs), and other suppliers.
2. **Sales, business development, and marketing** professionals from CDMOs/CMOs and other suppliers.
3. **Regulatory and quality control/quality assurance supporting manufacturing** from bio/pharmaceutical companies, CDMOs/CMOs, and other suppliers.
4. **Other industry support** to include Research and Development, Clinical Research organizations, Licensing, Merger and Acquisitions, Patent and Law, data services.

NOTE: All employees of DCAT Member Companies will have access to DCAT Member Company benefits that include participation in DCAT Week, networking events, access to the DCAT Member Community via our Member Portal and Mobile App, as well as valuable education content at in-person programs, webinars and other DCAT-produced content.