

Conference Speaker Agreement

DUE UPON RECEIPT

Conference Speaker Statement of Acceptance

I understand:

- I will not receive an honorarium or professional fee.
- I understand that this event will be offered 1) in-person and 2) distributed virtually, via a secure platform for registered attendees only. My session may be offered in-person and/or distributed virtually (either prerecorded and/or live).
- [Company Name] shall have the option to move forward with this engagement as a fully virtual engagement. If so, I will work in collaboration with [Company Name] and [Company Name's] vendor to obtain the necessary technical requirements to distribute the content virtually.
- Expenses are reimbursed according to [Company Name] guidelines provided to me. Requests received after the due date may not be reimbursed.
- I cannot add a co-presenter without obtaining written consent from [Company Name] in advance. I understand co-presenters will not receive expense reimbursement.
- I will provide a high-resolution headshot and a 100-word bio for marketing the event. My slide presentation or supplemental handout must be emailed to [Contact Email] by [Date]. There will be no printed materials distributed in sessions. I retain ownership in this advance slide presentation, but I give [Company Name] permission to post this advance slide presentation or handout for attendees to download and/or print. (Files must be less than 8MBs to post on the conference presentation website)
- I will not sell my products or services from the podium and/or during my session.
- I warrant to [Company Name] that nothing in my written or verbal presentation is defamatory or will infringe the copyright interests or other rights of any person or entity. I confirm that I have all required permissions to use any third-party content that I may include in my written or verbal presentation I provide to [Company Name] and to further grant to [Company Name] the right to use my presentation as provided herein.
- I agree that I will not disparage [Company Name] or its current or former officers, directors, or employees, or [Company Name's] products or services. In the event that [Company Name], in its sole discretion, believes that I have engaged in such practices or that my presentation would otherwise not be in the best interest of [Company Name], [Company Name] shall have the right to terminate this agreement and my speaking engagement without penalty on written notice to me and without diminution of any other rights [Company Name] or its current or former officers, directors, or employees may have.
- I understand press may be present in my session.

* - indicates a required item.

***1. I accept this invitation to be a speaker at the [Conference Name], being held [Conference Date] in [Conference Location].**

Yes No

*** If no, please let us know why you do not want to present below:**

***2. I give [Company Name] permission to (a) use my slide presentation; (b) audio and/or video record my session; and (c) sync my slide presentation with any recording; for the purpose of distributing, broadcasting, publishing, selling, licensing to [Company Name] affiliates, or otherwise using the foregoing (or excerpts of the same) in any [Company Name] or affiliate products or services, and in the**

promotion of the same, in any media (collectively, the “[Company Name] Content”). I agree that I will retain ownership of my advance slide presentation(s), however [Company Name] shall be the exclusive owner of any [Company Name] Content. I understand that [Company Name] will give me appropriate attribution when my presentation(s) or recording of my session is used in [Company Name] Content.

*3. I understand that if [Company Name] audio and/or video records my onsite session, [Company Name] will provide me with a downloadable copy of the recording upon my request. [Company Name] will grant permission to me to post the recording on my own professional website (but not another individual’s or organization’s website) for my own promotional and professional purposes.