



## **SPEAKER AGREEMENT FORM**

Please fill out the information below. Make sure you have checked all of the appropriate boxes.

1. I agree to participate in the following session at the 2020 FABSAA Conference:

Speaker Name: \_\_\_\_\_

Session Title: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_

Note: These times are subject to change.

The program will cover information/topics requested by FABSAA and agreed to by me. I agree to comply with all program-related deadlines provided to me by FABSAA, including but not limited to:

- Signed Speaker Agreement Form – due February 1, 2020
- Bio and headshot – due February 1, 2020
- Final Presentation – due April 1, 2020

2. I will will not be using a visual presentation. I will be using the following format:

PowerPoint                  Keynote (Mac Users)                  Other: \_\_\_\_\_

3. I agree to use the FABSAA PowerPoint title slide.

4. I understand that my presentation will be reviewed for accuracy, adherence to FABSAA standards, and to ensure the presentation is educational in nature, matches



the session description, and that FABSAA reserves the right to make changes to any presentation, with speaker approval.

5. I acknowledge that, for my presentation, the session room will be equipped with a lectern, microphone, laptop, projector and screen. Internet access will not be available.

6. I will will not be using embedded video clips in my presentation.

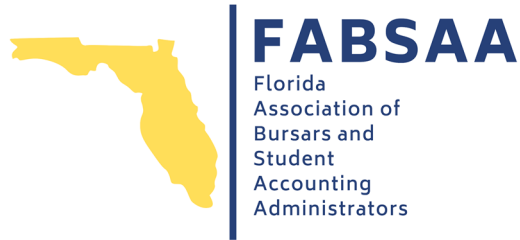
7. I will will not include audio clips in my presentation.

8. I will will not require additional a/v equipment for my presentation. Additional equipment needed (if applicable): I understand that my request may not be granted by FABSAA. If a request is denied, I will work with FABSAA staff to come up with a reasonable compromise. All requests must be received at least four weeks prior to the conference. FABSAA cannot guarantee onsite A/V requests.

9. I agree to notify a FABSAA Board Member immediately in the event that an emergency should prevent me from meeting my obligation as a speaker and will make every attempt possible to provide a qualified substitute speaker.

10. I grant do not grant FABSAA a royalty-free license to use, reproduce and distribute my presentation (including all handouts and visual presentations) in regards to the FABSAA Conference. I understand that this license does not change the fact that I retain copyright ownership of my presentation, and does not prohibit me from using my presentation in any way or from allowing others to use it.

11. To the best of my knowledge, my presentation does not violate any proprietary or personal rights of others (including any copyright, trademark and privacy rights), is



factually accurate, and contains nothing defamatory or otherwise unlawful. I have the full authority to enter into this agreement and have obtained all necessary permissions or licenses from any individuals or organizations whose material is included or used in my presentation.

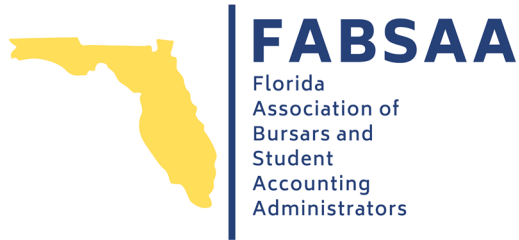
12. I authorize FABSAA to use my name, photo, and biographical data in connection with the use and promotion of the program.

13. I will be responsible for making my own travel arrangements. Flights should be made at least 30 days prior to your arrival date. Only coach flights are acceptable unless previously agreed and cost must be reasonable. Rental cars are not an approved expense unless agreed upon and the cost must be less than or equal to the cost of a cab to and from the closest airport.

14. I understand that my hotel reservation will be made on my behalf by FABSAA at the Conference Hotel. One or two nights will be provided depending on travel limitations and my time of presentation. Any additional nights will be at my own expense. I will contact FABSAA promptly if I need any additional nights. (Note: The room block generally fills quickly. Additional nights are allotted based on availability.) It is my responsibility to confirm hotel arrival and departure date with the VP of Education and Conferences.

15. All expense reimbursement requests must be submitted to the FABSAA Board Treasurer within 30 days of your presentation date.

16. I require a speaker fee of \$\_\_\_\_\_, to be paid by \_\_\_\_\_ or upon completion of presentation at the FABSAA conference.



**Please print your title and company name exactly as it should appear in all conference promotional materials.**

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**Please provide a brief (1-3 sentences) description of your presentation to include in the conference materials. Use separate page if necessary.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please provide your contact information.**

Phone(s): \_\_\_\_\_ & \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Please provide your assistant's contact information if applicable.

Name: \_\_\_\_\_

Phone(s): \_\_\_\_\_ & \_\_\_\_\_

Email: \_\_\_\_\_

**By signing this form and based on mutual consideration, I understand and agree to the above terms and conditions.**

\_\_\_\_\_  
Speaker Signature

\_\_\_\_\_  
Date