



## Speaker Agreement Terms and Conditions

Please review the following Speaker Guidelines, Terms and Conditions and accept in the Speaker Submission Form.

If selected as a Speaker:

1. You agree to present at the specified event. The exact date and time of your presentation will be shared in your agreement letter.
2. If selected, you agree to meet the following deadlines:
  - Confirmation of Acceptance to participate no later than March 31, 2022
  - Registration no later than June 30, 2022
  - Submission of draft presentation slides no later than July 26, 2022
  - Submission of Final Slides no later than August 10, 2022
3. You agree to work with a Speaker Liaison who will be your primary point of contact for keeping you on track with deadlines and requirements. They will also offer feedback on your presentation and serve to introduce you prior to your presentation.
4. You agree to author a presentation and represent that you own all rights in the presentation or that the content is in the public domain, free of all claims, liens and encumbrances and have full power to execute this Agreement. You agree to obtain any permission or clearance required for the content of your presentation at the Conference by your employer, the owner of the presentation content or any other necessary organization or individual prior to submitting the presentation to FFEA.
5. If your presentation is a work-for-hire presentation or is based on your work with another company, you agree that you are the sole author(s) and the owner of the presentation content (the company cited in the presentation) has granted written permission for this content to be presented and distributed at the FFEA Conference.
6. You represent that the presentation does not infringe the statutory copyright or common law literary rights of others or violate the rights of privacy or libel other persons or otherwise violate any other intellectual property rights. If the presentation contains copyrighted material owned by a third party, you agree to obtain written permission from the copyright owner to use the copyrighted material in the presentation. Written permission must be shared with FFEA no later than 8 weeks prior to the education event.
7. You agree to indemnify and hold harmless FFEA, its licensees, assignees and contractors in any action arising out of facts which constitute a breach of the aforementioned representations and warranties and hold them harmless for any and all third-party claims, damages, liabilities, costs, charges and expenses including reasonable attorneys' fees arising out of any breach of the aforementioned representations and warranties or relating to the content of the presentation. This clause (Item 6) does not apply to the United States of America, and officers, employees, agents and other personnel to the extent the preceding terms and conditions are prohibited by Federal law.

8. You grant FFEA the rights to include your presentation content in the conference proceedings in hardcopy and/or electronic format. A copy of your slide presentation (or other presentation program) must be made available for download by registered Conference participants both prior to and after the Conference. FFEA may also allow its members to access your presentation. Your session may be recorded and made available to Conference participants, FFEA members or the general public either at no additional cost or for a fee. FFEA can add your name, topic and short biography to the FFEA website or any marketing materials. FFEA may use any recordings or portions of your presentation for advertising and marketing purposes of future Conferences.

9. You agree that your presentation will not disparage any other methodologies or bodies of work and will conduct yourself in a professional, ethical fashion.

11. You agree to ensure that your education session is a Sales-Free Zone. Unless specifically designated, FFEA programs are non-commercial forums. Under no circumstances shall any FFEA event be a speaking platform to be used as a place for direct promotion of a speaker's product, service or monetary self-interest. Selling from the podium is defined as:

- Making a sales transaction.
- Handing out price lists.
- Discounting others' views, models, or products in the session.
- Including company literature in speaker handouts and/or distributing company materials or products

12. Non-Discriminatory Presentation Guidelines: Instructors must refrain from overt statements or offensive humor, which would disparage the dignity of any individual or group. Following are some non-discriminatory presentation guidelines:

- Use non-discriminatory words in verbal and written communications.
- Review your material and substitute asexual words such as sales representative or sales person instead of salesman. Refrain from using labels (e.g., referring to women as "girls"). Eliminate sexist language in your handouts (i.e. replace masculine pronouns with he or she, or reword sentences or phrases).
- If you encourage audience participation, acknowledge and give equal opportunity for contribution.
- Avoid discriminatory jokes (e.g., belittling a person's sex, race, or age, or perpetuating a stereotype).
- Introduce panel members in a non-sexist manner. Ask panelists how they wish to be presented. Avoid references to personal/physical attributes. Acknowledge professional positions, skills and contributions to the industry. Be consistent in the use of names and titles, giving the same type of information and level of formality for each. As an example: "Ms. Mary Jones, Vice President of ABC Presentations, and Mr. John Smith, Sales Manager of Smith & Associates, will join us today."
- Avoid visual aids that show people in stereotypical roles. Regardless of sex, race, age groups, etc., present individuals without bias.

Failure to comply with this agreement and/or to adhere to the deadlines could result in your being removed from the schedule. Failure to comply with this agreement and/or to adhere to the deadlines could result in your being removed from the schedule.

By participating in the application process, you certify that you are agreeing to all of the items outlined in this agreement.

A copy of this agreement will be made available as well during the application process.