Conference Breakout Session Presenter Agreement

Congratulations on your selection as a speaker during the EAPA 2020 Houston Conference & EXPO (EAPA 2020)! Please read this entire document and submit your agreement as soon as possible. If you have any questions, please contact Julie Rochester at j.rochester@eapassn.org or call: 703-387-1000 x 334.

1) I agree to present the session as approved at the date and time selected and published by EAPA. EAPA retains the right to change the date/time of the session. Any addition or substitution of presenters must be approved by EAPA. I understand that if I do not return this agreement on time or become unresponsive to requests from EAPA, my session may be replaced by an alternate session.

2) I understand that EAPA does not provide honoraria, waive registration fees, or reimburse travel expenses. Speakers who only attend their own presentation are not required to register. Speakers who want to attend other sessions must pay to register. Breakout session presenters are responsible for their own travel, lodging, and meals.

3) I agree to present educational material only and I will not use my presentation to promote products or services. I will not sell products or services (except as an exhibitor in the Expo hall) before, during, or after the session. Product demonstrations are permissible if they serve educational purposes.

4) I understand the standard audio/visual set is:
   a. one wired lavaliere microphone, one dais microphone, and one wireless microphone for audience use;
   b. Windows laptop, LCD projector, stand, and screen.
   c. Speakers who want additional audio/visual will be responsible for all charges.

5) I agree to provide EAPA electronic versions of my presentation materials (including all handouts) no later than August 30th, 2020 and bring my presentation with me to my session on a USB flash drive.

6) Handouts - If handouts are to be distributed during the session:
   a. I agree to provide a sufficient number of hardcopy handouts for all session attendees. (Attendance may range from 30-90 attendees.)
b. I understand that EAPA is not responsible for providing hardcopies of handouts for attendees and cannot create additional copies on site.

c. I agree to provide EAPA with electronic copies of all materials distributed in the live session for inclusion in the online re-creation of my session.

7) I hereby grant EAPA the right to publish my professional biography, photograph, presentation and any recording made of the presentation, including any handouts provided to EAPA, and any images created during the event (Work). I hereby convey to EAPA exclusive right to reproduce and/or publish this Work and its derivatives adapted to other media, in the Conference Recordings website (www.eapassn.org/onDemand), to license other parties with whom EAPA contracts for storage and distribution, to publish in whole or in part, and to distribute and sell or license this Work and all of its content for educational and research purposes only. **Presenter shall retain the copyright to the original material and the right to utilize material from the Work**

8) I authorize EAPA to grant University of Maryland, Baltimore (UMB) and or similar archives, a non-exclusive, worldwide, perpetual license to store (internally or through external hosting), reproduce, publicly display, disseminate and distribute the work in any medium or format now existing or developed in the future for any purpose related to preservation of the work or operation of the Archive and without any additional consideration, payment or royalty, so long as no material alterations are made to the creative content of the work.

____________________________________
Presenter signature

_______________________
Date