2019 Facilitator Agreement:

ARMA International is pleased to offer you the opportunity to facilitate this education program at the 64th Annual Conference & Expo, in Nashville, Tennessee

Program Details
Completed agreement forms must be submitted by April 26, 2019.

This agreement and the Conference Facilitator Agreement Guidelines describe what the Association of Records Managers and Administrators, Inc. ("ARMA International") requires of its facilitators for ARMA International’s 64rd Annual Conference & Expo. This event will be held at the Gaylord Opryland Resort in Nashville, Tennessee, October 21-23, 2019, with a pre-conference Leadership Summit to be held on October 20th, 2019.

In order to confirm this invitation and agree to abide by the deadlines, policies, and conditions set forth herein, please confirm your acceptance by submitting this agreement by April 26, 2019.

ARMA International will:

- provide you and your co-facilitator(s) (as approved by ARMA International in advance) with a complimentary Core registration (limit one per person) and a complimentary 60-day registration to the Conference Education Session Recordings. Additional registration fees or tickets to the Leadership Summit, plus registration offerings, tours, and special programs and events are not included in this registration discount but may be purchased separately.
- provide all education program learning materials to all registered attendees via the ARMA International website.
- provide the following audio-visual equipment for your education program:
  - 1-computer with PowerPoint software. (You may not use your own laptop or plug in a USB, all session presentations must be received in advance.)
  - 1-screen appropriate for room size
  - 1-projector
  - 1-podium/lectern, head table, and seating
- make arrangements for your education program and, in the unlikely event that it should need to be rescheduled, contact you promptly and work with you on the best possible alternate date and time.
- agree that the license granted to ARMA International as set forth below is a non-exclusive license and does not constitute an assignment of the copyright in the presentation materials and that the facilitator remains free to exploit, license, and present the materials or revised versions thereof.

You will:

- facilitate the education program as described, which will provide opportunities for information management and information governance professionals to gain new knowledge and skills and discuss issues related to the management and governance of information.
- agree not to sell products or services, or advertise or promote specific equipment, services, or systems.
- create an education program and learning materials that contain only your own work or the work that others have authorized you to use.
- warrant to ARMA International that you have obtained all necessary permission to use the work contained in your education program (including photos and drawings) and that you have the right to grant ARMA International a license to use such work.
- agree not to use subject matter which is libelous, or which infringes any proprietary, personal, or intellectual property rights of any person, including, but not limited to, any rights of privacy and any copyright or trade secret rights. You further agree to defend, indemnify, and hold ARMA International
harmless against all claims, suits, costs, damages, and expenses (including costs of suit and attorney fees) that ARMA International may sustain if any of the foregoing representations or warranties is incorrect.

- grant ARMA International a perpetual, worldwide, royalty free, non-exclusive license to use and exploit all or any part of the materials related to the education program that you submit to ARMA International, in any format or version, by any means and in any media, whether now known or hereafter developed, under which ARMA International may film, tape, transcribe, otherwise record or quote from the education program or learning materials, may create derivative works, may publish them in any format, including audio recordings, distance education courses, the Internet, Internet II or any other digital, wired or unwired, network, including any successor technologies, or any other media, and may use them in any other way it may find appropriate. ARMA International will not be required to make any other payment or provide other consideration of any type except as described in this agreement.

- grant ARMA International a license to make available and/or sell your education program and supporting materials to members and other third parties.

- provide ARMA International a copy of all materials you intend to use as handouts, presentation slides, or other learning materials as part of your education program.

- meet ARMA International's deadlines and requirements.

- travel to the Conference & Expo at your own expense. ARMA International does not reimburse for travel, lodging, or other expenses incurred while traveling to or attending the Conference & Expo.

- consent to the use of your name, likeness, voice, and biographical material in connection with ARMA International's education program for publicity and related promotional purposes. You expressly release ARMA International, your agents, employees, affiliates, licensees and assignees from and against any and all claims, which you have or may have for invasion of privacy, defamation or any other cause or action rising out of production, distribution, broadcast or exhibition of ARMA International's education programs.

- provide an electronic copy of your photograph in .jpg or .png format, if ARMA International chooses to make it public in association with this program or iterations thereof.

- understand and agree that you are an independent contractor and not an employee of ARMA International. ARMA International does not carry insurance covering independent contractors who provide services or products to ARMA International.

- notify ARMA International in writing or via e-mail no less than thirty (30) days prior to the scheduled conference if you are unable to fulfill your commitment or are unable to participate in the conference for any reason.

- participate in a session practice online with your assigned Conference Education Volunteer (CEV) and/or ARMA staff for the purposes of feedback and edits.

- participate in an interview, prior to conference, facilitated by your assigned CEV and/or ARMA staff. This interview will be done through the desired media that you and the CEV choose. It can be via recorded phone call, recorded web conference, or recorded chat. This interview will be used in pre-conference marketing and in possible replication of the education session.

- participate in a recorded run-through of your session that will be/may be shared.
ARMA International may terminate this agreement if:

you do not meet the deadlines and other requirements established by ARMA International in the Conference Facilitator Agreement Guidelines, including:

- submission of learning materials;
- the use of learning materials without obtaining all necessary permission;
- you do not appear at the education program;
- you do not appear for session run throughs;
- you do not appear for recorded run through; or
- the education program is cancelled for any reason.

I acknowledge that I have read this agreement and the contents within the Conference Facilitator Agreement Guidelines and release prior to accepting it, and that I understand its contents. I understand that ARMA International is relying on this agreement and realize that my release and consent are irrevocable.

Discuss with your assigned Conference Education Volunteer (CEV) any special needs related to your education program (including but not limited to live voting, video or audio needs, etc.). ARMA International may contact you to discuss those items further.

* Question 1 is a required item.

1. Accepted
   - [ ] Yes  [ ] No

2. Comments / Feedback:

Signed: ______________________________________  Date: ____________________