



Conference Speaker Agreement

Thank you for your commitment to present at an ASBO New York conference. We appreciate you and thank you for helping us provide the very best programming for our members.

Please read this agreement carefully before submitting your electronic 'Speaker Response Form'. Please note that by submitting the response form, you are agreeing to the terms of this agreement below.

Guidelines:

1. Every educational session presenter must be a member of the association.

By submitting this form companies and vendors that are non members are agreeing to be invoiced for a membership. If you have questions about membership, please contact jocelynn@asbonewyork.org.

2. You are agreeing to present as an expert in your field, not as a representative of a product. At no time during your presentation should you try to sell a product to members in the audience. For example, a presentation on a recent school finance mandate would be welcome, a sales pitch or description of a single financial software product to meet the new mandate would not.

Speakers must only present information that is product neutral and should not speak poorly of other companies or organizations in their presentations.

3. If you are representing a Business Member, you must include an **active business official as a presenter at your session. This will most likely be someone with whom your company has worked.**

4. You must submit a copy of your presentation for approval and for distributing to members one month prior to the start of the conference (unless a deadline date has been given). You may choose not to have your presentation shared, but it must be submitted ahead of time. Presentations will be added to the event app; no physical handouts are provided to attendees. Should you wish to provide a paper handout, you must bring them with you to the presentation.

5. ASBO New York will not provide a list of attendee contact information to speakers.



Conference Speaker Agreement (continued)

Travel Reimbursement:

ASBO will provide reimbursement for necessary travel and overnight accommodations (arrangements must be made by ASBO unless otherwise approved) under the following circumstances:

- You are presenting at an ASBO workshop, the Education Summit, the School Business Management Workshop, Financial Management Auditing & Accounting, the Accounting Workshops, or the SBO Academy.
 - If you are presenting at an ASBO event and are also a registered participant, reimbursements are limited to expenses other than those that would normally be incurred by attendance.

ASBO will *not* provide reimbursement for the following:

- Expenses not claimed within 20 business days following completion of the event.
- Airline travel, train travel, and/or car rental not pre-approved by ASBO.
- Incidental expenses (Coffee, snacks, gasoline, alcohol, etc...)
- Expenses related to the copying or other processing of event materials not submitted to ASBO prior to the event and by the deadline established by ASBO.
- The additional costs of self-secured overnight accommodations when ASBO has agreed to make hotel arrangements. This includes taxes and differences in room rates.
 - ASBO will make hotel arrangements unless otherwise stated.
- Expenses incurred by attendance at an event, if you are a registered participant.

Thank you for sharing your knowledge and expertise with our members.