



Speaker Agreement for NAPO2020 Annual Conference Session Speaker

Thank you for agreeing to speak at the NAPO2020 Annual Conference at the Renaissance Orlando in Orlando, Florida from April 2-5, 2020. Information about your specific session is below, and speaker compensation information is on the following page.

After reviewing this contract, which includes speaker benefit information, please click on the "Yes" button to indicate your acceptance of the terms and conditions within this contract. You will receive a confirmation of your acceptance after the process has been completed. Agreement indicates:

1. You accept NAPO's invitation to be a speaker at NAPO2020 Annual Conference
2. You have read and agree to accept all terms and conditions listed in this document, including the Speaker¹ Marketing Guidelines.
3. Your submitted bio is correct and free of grammatical errors.

All contracts are to be completed by Friday, October 18, 2019.
A link will be provided for you to accept the terms and conditions, which signifies your acceptance.

Deb Cullinan
Meetings & Operations Manager,
National Association of Productivity & Organizing Professionals (NAPO)
Phone: (856) 642-4405 | Fax: (856) 439-0525
Email: Deb.Cullinan@NAPO.net

¹ "Speaker" throughout this document refers to moderators and panelists as well as Concurrent Session speakers.



National Association of
Productivity & Organizing
— Professionals —

Speaker Agreement Terms and Conditions

Please read the following carefully as this document represents all the terms of your contract with NAPO.

SPEAKER COMPENSATION:

- I understand and agree that I am receiving the compensation noted in the speaker contract notification.
- Non-industry speakers receiving honorarium checks can pick them up at the NAPO Information/Registration desk at NAPO2020 Annual Conference.
- I understand that in order to receive prompt payment, my W-9 will be sent to Genesis Guevarra (genesis.guevarra@napo.net) by **Monday, February 17, 2020**. (Note, if your compensation is complimentary conference registration, a W-9 form is not required.)
- All NAPO2020 Annual Conference travel, lodging, and incidentals are the responsibility of the speaker. NAPO will not reimburse these expenses.

SESSION CONTENT, FORMAT & HANDOUT:

- The title and 100% of the content in the session's presentation and handout must match the submission approved by NAPO's Conference Program Committee.
- Speaker understands that he/she is totally responsible for the content of his/her presentation and any written materials submitted to NAPO. Speaker agrees that the content of his/her presentation and materials shall not infringe on any third party copyrights nor defame any third party by way of written material or spoken remarks. Speaker will indemnify and hold harmless NAPO and its employees, officers, trustees and members.
- Though internet service is typically available throughout the conference meeting space, NAPO cannot guarantee internet access during any conference session. Therefore, speakers must prepare by capturing and saving screenshots of any web pages they plan to include in their presentation as "Plan B."

YOU AGREE THAT:

- Your presentation will not include content, either written or spoken, that is:
 - ❖ Scandalous, obscene, libelous, in violation of any right of privacy, or otherwise contrary to law;
 - ❖ Political in nature;
 - ❖ Religious in nature, except for references to religious observance practices that are integrally related to the subject matter of the presentation (e.g., organizing techniques directly supporting a client's religious observance with regard to storing food, kitchen equipment, dishes, etc.);
 - ❖ Exclusionary to any conference attendee in any manner.
- You will neither speak nor engage or encourage others to speak inflammatory words during the presentation session. You shall not slander, libel or otherwise defame any person, firm or corporation. You shall not utilize vulgar or otherwise inappropriate language.
- You will not discuss fees charged for organizing or productivity related services or specific financial terms offered to clients, and you will not engage in or encourage discussion that may create the appearance of violating antitrust laws during the educational session. Any question and answer period during or immediately following your presentation is considered part of your educational session and all antitrust stipulations apply. Please [click here](#) to be redirected to the NAPO Anti-trust Policy.

SUBMISSION OF PRESENTATION POWERPOINT SLIDES:

NAPO requires that all **Concurrent session speakers** submit Microsoft PowerPoint® presentations of their session. In order to increase efficiency and maintain order of the files collected from speakers, a separate communication will be sent requesting your PowerPoint Presentation. Please take note of the guidelines below when submitting:

Presentation Requirements for PowerPoint:

- Session **presentations** must be submitted in PowerPoint slide format for viewing and note-taking on the conference app. Please note: Microsoft PowerPoint is the ONLY acceptable format. Do not submit in PDF format.

- PowerPoint slides should be scaled for readability both in printed handout format and on the screen with good contrast between text and background colors.
- PowerPoint Presentations are due to NAPO by **Monday, February 17, 2020.**

Presentation Requirements for Handouts:

- The handout must be a supporting document to the session and should reflect the content of your presentation. Speakers may not direct attendees to other locations or websites in lieu of providing a handout. However, speakers may share other websites or specific URLs during their presentation to supplement, support or update the information provided in their handout.
- To help with the preparation of your handout, NAPO will provide all speakers with an approved template to use when creating your handout. This will ensure that all handouts are delivered using the NAPO sanctioned fonts, colors and logo.
- NAPO has the right to reproduce or reprint session handouts for distribution to NAPO2020 Annual Conference attendees prior to conference through a private link and/or via any other format of distribution to conference attendees as NAPO sees fit.
- The Handout, not the Presentation, will be provided to the attendees through the Conference app; therefore, please make sure that your handout includes whatever materials and resources you want available to attendees.
- Session handouts are limited to twenty (20) single-sided pages, including one (1) page of presenter marketing/product order information per session. Session handouts must be submitted in a PDF format.
- We recommend if your handout is more than 20 pages, that you create a version which shows three (3) slides per page, with lines next to each slide capture for note taking by session attendees.
- Session handouts will be posted on a hidden webpage for registered attendees to access prior to the conference via the mobile app.
- Handouts must be emailed to Genesis Guevarra at genesis.guevarra@napo.net. Please do not wait until this reminder is sent to begin working on your handout materials!
- Handouts are due to NAPO by **Monday, March 9, 2020**

Submission for BOTH PowerPoint Presentations and Handouts:

- To easily track and identify all presentations, please use the following standard naming convention, "**session number: last name - session title**". For sessions with multiple speakers, include the primary speaker's last name. For longer session titles, please only use key words. **Example: 2-1: Smith – WhyJoinNAPO?**

SESSION RECORDING AND DISTRIBUTION:

The speaker retains any copyright that is held in his/her presentation. In order to allow NAPO to make full use of the presentation and associated handout, however, the speaker hereby grants to NAPO a non-exclusive, perpetual, irrevocable, royalty-free license and release to exercise all rights of whatever kind or nature now or hereafter protected by the Copyright Laws of the United States of America and all foreign countries in and to the presentation and associated handout.

Without limiting the generality of the foregoing, the speaker further grants to NAPO the rights to live stream, edit, film, record, sync the recording with the on-site presentation/slides, publish, reproduce, reprint, distribute, sell, and otherwise make use of the presentation and associated handout, and authorizes NAPO to use his/her name, likeness, photograph, and biographical data in connection with NAPO's use and promotion of the presentation and NAPO2020 Annual Conference.

The speaker agrees not to sell, distribute, stream over the web, or otherwise use any recording of his/her NAPO2020 Annual Conference session in any way other than for personal, archival use, except with the prior written consent of NAPO.

AUDIO VISUAL AGREEMENT:

- Each meeting room will be equipped with the below items:
 - ✓ Screen (size appropriate for the room)
 - ✓ Laptop equipped with Microsoft Office
 - ✓ One LCD Projector
 - ✓ (1) Microphone (Wireless Lavalier or Hand-Held)
 - ✓ (1) Wired connection
 - ✓ (1) Power Strip for the projector
- If additional equipment is needed, please e-mail requests to deb.cullinan@napo.net no later than the deadline of **Monday, February 17, 2020**. Please note: NAPO cannot guarantee special requests due to budgetary restrictions.

PROMOTION/MARKETING PRIOR TO CONFERENCE:

NAPO will post conference information containing speaker information on the NAPO2020 Annual Conference website, mobile app, and other conference promotional materials. Your promotional video will be used to market NAPO2020 Annual Conference and your specific session.

PROMOTION/MARKETING DURING CONFERENCE:

Speaker Marketing Guidelines:

NAPO2020 Annual Conference is an educational conference providing education, knowledge, support, inspiration, and motivation for attendees. NAPO reminds speakers that this conference is not based on a "speak-to-sell" model, but rather a "speak-to-educate" model. NAPO will not tolerate sales pitches.

However, NAPO realizes that the speakers who share their knowledge with attendees are experts who often coach, consult, teach, and write on their topic.

The guidelines below will help to clarify what is permitted and what is not permitted regarding how speakers share their product and service offerings with conference attendees.

The following practices are permitted by a speaker:

- Speaker may include one (1) page of marketing material in their presentation handout.
- Speaker may collect business cards/email addresses for a raffle of a product/service/program and ask permission to add attendees to a newsletter list or database. Speaker agrees to add ONLY those attendees to his/her list who have "opted in."
- Speaker may mention any reinforcement/educational programs, products or services that are directly related to the topic up to two (2) times during their presentation.

The following practices are NOT permitted by a speaker:

- Marketing or sales activity while at NAPO2020 Annual Conference (other than noted in the bullets immediately above). Evidence of other sales or marketing will result in loss of speaker benefits.

NAPO will not tolerate sales pitches during educational sessions other than those listed as permitted practices. Any speaker who disregards these guidelines will lose the opportunity to speak at a future NAPO conference and may potentially forfeit their NAPO2020 Annual Conference speaker honorarium.

REGISTRATION AND LODGING INFORMATION:

Registration

- Registration is not included for speakers receiving an honorarium check. Those who wish to register for the conference are responsible for their own registration. Please [click here](#) to be redirected to the registration page.

Lodging

- NAPO speaker compensation does not include travel, meals or lodging. Each speaker is responsible for their own arrangements.
- The headquarter hotel for NAPO2020 Annual Conference is:
Renaissance Orlando at SeaWorld®
6677 Sea Harbor Drive
Orlando, Florida 32821
- NAPO2020 Annual Conference speakers are strongly encouraged to make a hotel reservation immediately. The deadline for NAPO's discounted hotel rate is **March 11, 2020**.

SPEAKER CANCELLATION/REPLACEMENT:

After confirming your participation electronically, should an emergency prevent you from meeting your commitment to speak, please immediately notify, in writing, NAPO Meetings & Operations Manager, Deb.Cullinan@NAPO.net. Replacement speakers will be assigned or approved at the discretion of the Conference Chair. Any honoraria, or other speaker benefits due to you, will be forfeited.

CANCELLATION OF EVENT OR SESSION:

NAPO's performance of its obligations is subject to acts of God, war, disaster, government regulations, civil unrest, transportation interruption, terrorism, unavailability of the location for the session(s), and other such conditions beyond the control of NAPO making it inadvisable, illegal, impracticable, or impossible for NAPO to perform its obligations with respect to your presentation.

In addition, should attendee numbers be less than deemed necessary or by the lack of an appropriate venue for the program or any other event over which NAPO has no control, NAPO at its discretion may cancel your presentation. This Agreement may be terminated by NAPO without liability for any one or more of such reasons upon written notice to you.

FINAL CONFIRMATION:

By confirming your participation and agreement to this contract via the link provided in your speaker contract detail page, you hereby represent that:

- (i) the content of the session and handouts will be accurate to the best of your knowledge;
- (ii) the session content and handouts will be your own original work and will not infringe on any personal or property rights of any other person or organization; otherwise that you will have obtained all necessary permissions to reproduce or use any materials for which you are not the author or copyright holder;
- (iii) the session will be educational in nature and that you will follow the Speaker Marketing Guidelines;
- (iv) you are responsible for your own expenses and incidentals, including travel to and from the conference, overnight accommodations, meals, etc.
- (v) you grant NAPO the non-exclusive, unrestricted, irrevocable, royalty-free license throughout the world to record in audio and/or video format and/or live stream synced to your Microsoft PowerPoint presentation as well as the rights to sell the live and/or recorded session individually or as part of a compilation.

The electronic confirmation acknowledges that you indemnify, defend, and hold NAPO harmless from and against any and all claims, expenses, and liability whatsoever arising, directly or indirectly, out of a breach of the foregoing representations or your actions or inactions at, or participation in, the session.

SPEAKER DELIVERABLES:

Friday, October 18, 2019:

Signed Speaker Contracts Due – a link will be provided in a separate communication to accept the terms & conditions

Monday, February 17, 2020:

Special A/V Requirements Due – send to:
dcullinan@ahint.com

Monday, February 17, 2020:

PowerPoint Presentations Due – send to:
dcullinan@ahint.com

Monday, February 17, 2020:

W-9s for Speakers Receiving Compensation Due – send to:
genesis.guevarra@napo.net

Monday, March 9, 2020:

Handouts Due – send to:
genesis.guevarra@napo.net