

## SESSION SEAKER AGREEMENT

### 1. Speaker's Responsibilities:

- 1.1. Speaker agrees to conduct a 60 minute session **on April 17, 2008 OR April 18, 2008.**
- 1.2. Presenter agrees to provide the following materials by **March 12, 2008.** If SCIP does not receive the requested materials by the deadline, the Presentation will not be included on the conference CD g with SCIP.
- 1.3. Speaker is responsible for checking the conference web site to verify the presentation summary and personal biography information is accurate. This information will be used in the Conference Program. **SCIP reserves the right to edit the presentation title and description to maximize communication and promotion potential. The purpose and content of the description will not be altered.**
- 1.4. Speaker agrees not to use this speaking opportunity as a platform to sell or promote specific products or services.

### 2. Speaker Benefits:

- 2.1. One conference registration per Speaker (Limit two -- Primary +1 additional). Registration for pre or post-conference workshops is excluded from complimentary conference registration. In the case of a panel presentation, two presenters will receive the complimentary registration and the remainder will be offered the conference designated rate. Contact SCIP for details.
- 2.2. Speaker is cordially invited to join the delegates at all conference functions: receptions, meals, special events, and the exhibit hall.
- 2.3. The Speaker has the opportunity to promote and possibly sell any publications or articles authored or co-authored by the Speaker in the Bookstore. Additionally, the Speaker should be available for any marketing opportunities for the conference.

### 3. Audio Visual and Room Set-up Requests:

- 3.1. A standard AV set-up for a SCIP conference includes one wired lavalier microphone ,one LCD projector, one screen, and one flipchart. Any additional AV equipment will be considered "special." Presenter assumes financial responsibility for any special AV requests (e.g. Barco video/data projector).
- 3.2. Presenter agrees to complete and return any special audiovisual requests to the SCIP administrative office by **January 18, 2008.** SCIP reserves the right to refuse or modify any additional AV requests.

***If you are using a laptop computer, you are required to bring your own. SCIP will not supply computers for presentations.***

- 3.3. Room Setup - Rooms will be set according to the topic's interaction potential, taking into account the number of attendees registered for the session. Generally, Workshops will be set in rounds of nine or less while Conference Sessions will be set classroom style. If you wish to receive consideration for a different type of set-up, please contact SCIP by **January 18, 2008.**

**SCIP DISCLAIMER ON SESSION SELECTION**

SCIP reserves the right to determine the applicability of program topics for all SCIP conferences and to make adjustments deemed necessary by the SCIP Executive Director.

**SPEAKER RELEASE**

I authorize SCIP to record, copy and transcribe my presentation to the conference, including oral, written and visual materials, and to compile my presentation with other presentations as part of the conference educational materials. I further authorize SCIP to distribute or sell my presentation, through written or electronic media, to individual conference participants and, post conference, to interested non-participants, and for no other purposes.

This release applies only to my presentation and materials delivered at this SCIP conference and in no way limits my own use of my own materials. Any copyright of my presentation and materials shall continue to be my property or that of my company. My presentation will not infringe any copyright or include any material that is libelous, scandalous or an invasion of privacy.

Please be advised that SCIP reserves the right to use your name and presentation title in marketing material promoting the conference.

With my signature, I am consenting to the deadlines, terms, and conditions outlined in page 1, 2 & 3 of this contract.

**SIGNATURE**

\_\_\_\_\_  
Primary Presenter Name (please print)

\_\_\_\_\_  
Primary Presenter Signature

\_\_\_\_\_  
Today's Date

All Agreements must be received by October 1, 2007 Please fax to: 703-739-2524 Attn: Adrienne Eberhart