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CALL FOR WEBINAR SPEAKERS

Speaker Agreement Terms and Conditions

Sharing your professional experience at an ACMP Member Webinar provides quality exposure for you and your organization while creating an unprecedented learning opportunity for attendees. Please review the following Speaker Guidelines, Terms and Conditions, and accept the terms when completing the Speaker Submission Form.

If selected:

1. Firm Commitment: You agree to present at the specified ACMP Member Webinar. The exact date and time of your webinar will be shared in your acceptance letter. Your signed acceptance letter commits you to delivering your presentation at the specified ACMP Webinar and does not include the option for delegating a substitute speaker. If unexpected and extenuating circumstances arise that prevent you from fulfilling your speaking commitment, you agree to notify ACMP immediately in writing to discuss options. Please note, such circumstances only include personal emergencies and unexpected employment status changes impacting your ability to represent your material due to prior employers' restrictions. Failing to fulfill your speaking commitment for circumstances outside these exceptions will result in your ineligibility to apply for speaking at future ACMP Conferences or ACMP Member Webinars for a period of two years.

2a. Adherence to Deadlines: If selected to speak an ACMP Member Webinar, you agree to complete the following actions within the stated deadlines for ACMP Member Webinar:

- A. Confirm your acceptance to participate in the webinar by the deadline provided in the acceptance letter.
- B. First-time ACMP Member Webinar speakers: attend a practice webinar session at least one week prior to the scheduled webinar. This practice session will be scheduled following your acceptance to participate.
- G. Submit final slides utilizing the required ACMP template no later than one week prior to your scheduled webinar.

3. Obtaining Relevant Permissions/Clearances:

3a. You agree to author a presentation and represent that you own all rights in the presentation or that the content is in the public domain, free of all claims, liens, and encumbrances and have full power to execute this Agreement. You agree to obtain any permission or clearance required for the content of your presentation during the webinar by your employer and/or client, the owner of the presentation content or any other necessary organization or individual prior to submitting the presentation to ACMP.



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3b. If your presentation is based on your work with another company, you agree that you are the sole author(s) and that the owner of the presentation content (the company cited in the presentation) has granted written permission for this content to be presented during the webinar.

3c. You represent that the presentation does not infringe the statutory copyright or common law literary rights of others, and it does not violate the rights of privacy or libel other persons or otherwise violate any other intellectual property rights. If the presentation contains copyrighted material owned by a third party, you agree to obtain written permission from the copyright owner to use the copyrighted material in the presentation. **Written permission must be shared with ACMP no later than 8 weeks prior to the education event.**

4. **Hold Harmless:** You agree to indemnify and hold harmless ACMP, its licensees, assignees and contractors in any action arising out of facts which constitute a breach of the aforementioned representations and warranties and hold them harmless for any and all third party claims, damages, liabilities, costs, charges and expenses including reasonable attorneys' fees arising out of any breach of the aforementioned representations and warranties or relating to the content of the presentation.

5. **Presentation Copies and Recordings:** You grant ACMP the rights to include your presentation content in the webinar proceedings in hardcopy and/or electronic format. It is strongly encouraged to make a copy of your slide presentation (or other presentation program) available for download by registered webinar participants after the webinar within the ACMP Resource Library. ACMP may also allow its members to access your presentation. Your webinar will be recorded and made available to ACMP members at no additional cost. ACMP can add your name, topic, and short biography to the ACMP website or any marketing materials. ACMP may use any recordings or portions of your presentation for advertising and marketing purposes of future webinars.

6. **Non-Disparagement:** You agree that your presentation will not disparage any methodologies or bodies of work and will conduct yourself in a professional, ethical fashion.

7. **No Solicitation:** You agree to ensure that your education session is a Sales-Free Zone. Unless specifically designated, ACMP programs are non-commercial forums. Individuals are to refrain from the use of brand names and all specific product endorsements. Under no circumstances shall any ACMP event be a speaking platform to be used as a place for direct promotion of a speaker's product, service, or monetary self-interest. Selling from the podium is defined as:

- a. Making a sales transaction.
- b. Using your session to develop a mailing list.
- c. Handing out price lists.
- d. Encouraging participants to contact the speaker by telling session attendees how the speaker can be reached for discussing engagements/fees. Note: speakers may



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- provide their contact information to participants for the sole purpose of follow-up questions related to the presentation.
- e. Discounting others' views, models, or products in the session.
 - f. Including company literature in speaker handouts and/or distributing company materials or products during an ACMP Member Webinar.

8. Non-Discriminatory Presentation Guidelines: Instructors must refrain from overt statements or offensive humor, which would disparage the dignity of any individual or group. Following are some non-discriminatory presentation guidelines:

- a. Use non-discriminatory words in verbal and written communications.
- b. Review your material and substitute asexual words such as sales representative or salesperson instead of salesman. Refrain from using labels (e.g., referring to women as "girls"). Eliminate sexist language in your handouts (i.e. replace masculine pronouns with he or she, or reword sentences or phrases).
- c. If you encourage audience participation, acknowledge and give equal opportunity for contribution.
- d. Avoid discriminatory jokes (e.g., belittling a person's sex, race, or age, or perpetuating a stereotype).
- e. Introduce panel members in a non-sexist manner. Ask panelists how they wish to be presented. Avoid references to personal/physical attributes. Acknowledge professional positions, skills and contributions to the industry. Be consistent in the use of names and titles, giving the same type of information and level of formality for each. As an example: "Ms. Mary Jones, Vice President of ABC Presentations, and Mr. John Smith, Sales Manager of Smith & Associates, will join us today."
- f. Avoid visual aids that show people in stereotypical roles. Regardless of sex, race, age groups, etc., present individuals without bias. Failure to comply with this agreement and/or to adhere to the deadlines could result in your being removed from the schedule.

Disclaimer

The views expressed by speakers or other third parties in ACMP webinars, events and/or conferences are those of the speaker or third-party and not, necessarily, of ACMP. With regard to any information presented by a speaker or third-party at any ACMP event, ACMP does not make any warranty, express or implied, including the warranties of merchantability and fitness for a particular purpose, and specifically disclaims any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, product, service or process presented and makes no representation that its use would not infringe upon privately owned rights. Furthermore, the presentation of any material or information by a third party regarding any specific opinion, commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not constitute or imply ACMP's



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endorsement or recommendation of such opinion, process, service, item or organization. Any such material or information presented by a third-party in any format at an ACMP event, without limitation, is for informational purposes only.

Non-Compliance

Failure to comply with this agreement and/or to adhere to the deadlines could result in your being removed from the schedule. ACMP receives a large variety of submissions that are outstanding and are willing to be placed on a waiting list. Failure to comply could result in a speaker from the waiting list being moved into your program slot. By participating in the application process, you certify that you are agreeing to all of the items outlined in this agreement. A copy of this agreement will also be made available during the application process.