

CFS 2016 • Speaker Agreement

This letter is an agreement between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Speaker) and Trade Press Media Group, LLC and ROC Exhibitions, LLC (CFS) for services to be rendered by Speaker as an instructor at Critical Facilities Summit taking place October 3-5, 2016 at the Charlotte Convention Center, Charlotte, N.C.

**SPEAKER COMMITMENT**

Speaker agrees to prepare and present technical content and instruction at the conference for a 60-minute conference session as described in the following sections.

**CONFERENCE SESSION HANDOUTS**

It is recommended that handouts be produced using the CFS PowerPoint template to ensure that the slides will be visible from all conference room vantage points. All conference session handouts will be made available for download at the time of the conference. Please include white papers, tools, bibliographies, links, or other materials that may add value to the presentation. This content will be included on the CFS website if feasible. By signing this agreement Speaker authorizes CFS to duplicate and distribute these presentation materials.

**Deadline:** Handouts are due Friday, September 2, 2016. Handouts are required for each conference session and will be reviewed by CFS prior to their distribution online. Please contact the Vice President of Education before the deadline to discuss the need for an extension.

**Handout Submissions**: All handouts must be submitted to CFS in electronic format via email to [wendy.dietzler@tradepress.com](mailto:wendy.dietzler@tradepress.com) or via FTP, DropBox or other upload file program.

**Copyright Material**: Copyrighted material and material duplicated from publications are cannot be accepted as handouts without written permission from the respective publisher and author. Authorization letters must be on file in the CFS office. CFS will not reproduce copyrighted material without appropriate release documentation.

**CFS 2016 POLICIES SPEAKER POLICIES**

**Speaker Substitutions**: CFS does not allow speaker substitutions without the consent of the CFS Vice President of Education, Wendy Dietzler. In the event a substitute is needed, Speaker agrees to contact the Director of Education as soon as possible to discuss a solution.

**Speaker Cancellations**: If a speaker is forced to cancel his or her appearance at CFS, Speaker agrees to contact the CFS Vice President of Education, Wendy Dietzler as soon as possible and assist in identifying a substitute speaker. In addition Speaker agrees to provide the original conference session handout for use by the substitute speaker if needed.

**Session Recording**: By signing this agreement Speaker authorizes CFS to record, duplicate, and distribute any portion of their participation in CFS 2016. In addition Speaker waives any and all claims resulting from the recording, duplicating, and sales of the aforesaid.

**Photographs:** By signing this agreement Speaker authorizes CFS 2016 to use photographed images taken during the conference in promotional materials.

**CFS 2016 COMMITMENTS:**

**A/V:** CFS 2016 will arrange for and provide the necessary power and audio/visual support for CFS presentations. This support will consist of: one (1) lapel microphone; one (1) LCD projector and screen; one (1) PC laptop computer; and a standard sound system. Additional audio/visual equipment must be requested in writing by Friday, August 26, 2013. CFS will make a best‐effort attempt to comply with special requests, but cannot guarantee delivery.

By signing and returning this agreement, Speaker acknowledges that he/she has read, understood, and agrees to be bound by the policies set forth in this agreement. If Speaker violates or fails to comply with any of these policies, the CFS management will take appropriate actions and may rescind the speaking opportunity or future opportunities.

SIGNATURES: By signing this agreement, all parties affirm that they understand its terms and consent to be bound by them in their entirety.

SPEAKER:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**The Speaker Agreement is due on Friday, July 1, 2016.**

Please return signed agreement to:

Wendy Dietzler

[wendy.dietzler@tradepress.com](mailto:wendy.dietzler@tradepress.com)

Fax: 414-228-1134

Trade Press Media Group

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