



Agreement for SHAPE America National Convention & Expo Planners, Presenters, and Authors

By submitting a SHAPE America National Convention & Expo proposal, all author(s), presenter(s), planner(s) and panel participants automatically agree to the following:

- i. I have the right and ability to enter into this Agreement and am qualified and willing to deliver the proposed education session
- ii. I will review SHAPE America's National Convention & Expo Registration Cancellation Policy
- iii. My session title and written overview adhere to the instructions prepared by SHAPE America that are contained within the submission site.
- iv. My session proposal includes at least three learning objectives which:
 - a. explain what the attendee will learn
 - b. describe the focus of the session
 - c. describe what information can be implemented upon attendee completion of the session

Upon Acceptance of SHAPE America National Convention & Expo session proposal, I agree to the following:

- i. To present the session at the date and time assigned to you by SHAPE America staff, which could be any time between Tuesday, April 13 and Saturday, April 17
- ii. To submit any supplemental materials such as handouts, flyers, etc., via the link provided by SHAPE America staff
- iii. To purchase registration and secure lodging for SHAPE America's National Convention & Expo
- iv. To arrive to the session 15 minutes prior to the scheduled presentation start time
- v. To be courteous of others and end your session at the scheduled presentation end time
- vi. All materials prepared by Presenter will be original to Presenter or derived from materials to which Presenter has obtained any required permissions, releases, rights or licenses, and that the use thereof by SHAPE America will not violate or infringe any patent, copyright, trademark, trade secret or other personal or proprietary rights of any party
- vii. SHAPE America will not incur any liability or financial obligation to any third party based on the creation and/or use of any materials prepared by Presenter
- viii. SHAPE America reserves the right to edit the content of the session title and description at SHAPE America's discretion. This includes but is not limited to grammar, content and style.

ASSOCIATED FEES AND EXPENSES Presenter is responsible for all fees and expenses associated with submitting and presenting a session at the SHAPE America National Convention & Expo. SHAPE America, nor any agency representing SHAPE America, will be held liable for any expenses incurred while procuring and occupying travel and lodging accommodations associated with presenting a session at the SHAPE America National Convention & Expo.