Agreement for SHAPE America National Convention Planner/Speaker

By submitting a SHAPE America national convention proposal, all author(s), presenter(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 my SHAPE America national convention session proposal, I agree to the following:

i. To present the session on the date and time assigned to me by SHAPE America staff

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 toward others and end my session at the scheduled presentation end time

vi. To ensure that all materials presented are original to me or derived from materials to which I have 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 me.

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

The 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 travel and lodging associated with presenting a session at the SHAPE America National Convention & Expo.