

2016 ACTO Annual Conference Presenter Agreement

Name: _____

Address: _____
City, State,
Country, Postal
Code: _____

Phone: _____

Email: _____

Business Name:

This agreement is between the Association of Coach Training Organization (ACTO) acting through its officers, directors, members, committees, agents or volunteers and the person named above ("Presenter").

Please Initial Each Clause

Presenter Conduct

- Presenting at the conference is an opportunity to share information, knowledge, research and expertise. It is not an opportunity to promote one's business, practice or product.
- Presenter is to be respectful of fellow presenters and not be disruptive of other sessions in any way.
- Presenter is to respect ACTO as the sponsoring organization through either positive or neutral comments from the platform.

Presentation Content

Presenter shall not change the title, content/topic, format, audio/visual needs or room set-up without prior written approval of the ACTO Conference Committee.

Expenses/Compensation

- All expenses related to presenting at the ACTO Conference (including and not limited to conference registration, travel, hotel, meals, presentation materials, etc.) are the responsibility of the Presenter and not reimbursable by ACTO.

Session Schedule

- Breakout sessions are 90 minutes in duration.
- Presenter agrees to start and end his/her session on time according to ACTO's official conference schedule. All Q&A must be built into the allotted time frame.

Room Set-Up/Furnishings

- ACTO reserves the sole and absolute right to determine room set-ups.
- ACTO will make every attempt to set the room according to Presenter's request in the original RFP; however, due to budget, time constraints and labor, ACTO may not be able to accommodate the Presenter's preference, and other alternatives may be offered.
- Presenter shall not alter or reset the room (*attendees may move chairs around as long as they return them to the original set-up*).

Audiovisual Equipment

- ACTO provides and manages most audiovisual equipment and labor as per original RFP, including sound and lighting systems, one microphone, projector and screen.
- Special requests must be approved in advance by ACTO and are not guaranteed. Depending on your request, you may need to pay an additional fee.

Promotional Policy

- As a benefit of presenting, Presenters may display their materials (e.g., books, manuals, flyers, DVDs, etc.) at the shared table(s) provided for Presenters,
- Presenter shall not promote his/her product(s), program(s) or service(s) as part of the presentation.
- Presenter may include contact information only on the final slide of a power point or on the last page of handouts (name, company, address, telephone number, email and website). Promotional copy is strictly prohibited.
- Presenter may invite attendees to provide their contact information to the presenter should they wish additional information or follow-up (however, attendees are not required to do so).
- Presenters who do not honor these policies will not be invited to speak at future conferences.

Laptop Computers

Presenter is required to provide his/her own laptop computer with appropriate cabling if needed for his/her presentation.

Handouts

- Handouts will be provided electronically to ACTO by **May 15, 2016** so they can be posted to the conference website. Presenters who do not submit their handouts by the deadline will need to print handouts at their own expense and bring them to the conference.
- ACTO will not be providing printed handouts to participants, however, you are free to bring copies to distribute. You will still need to submit your handouts to ACTO to be posted on the website for those attendees who do not want a paper copy.
- Company graphics and contact information (name, company, address, telephone number, email and website) may be used on the last page of handouts. Promotional copy is strictly prohibited.

Copyright

Presenter warrants that his/her presentation and any materials distributed are original and that such presentation will not violate the intellectual property rights of any party or any existing copyrights in whole or part. Presenter agrees to indemnify and hold harmless ACTO for any copyright infringements.

Audio Recording

Sessions will not be recorded by ACTO.

Photography

Presenter consents to be photographed for archival and promotional purposes in ACTO newsletter, website and other organization materials.

Videography

Sessions will not be videotaped by ACTO. Presenters wishing to videotape their session must:

- Obtain prior approval by ACTO (requests will not be granted on-site at conference);
- Provide their own videographer and equipment;
- Arrange and pay for any necessary electrical or other services through ACTO's official provider;
- Insure session is not disrupted in any way and the videographer remains in the designated area provided;
- Insure equipment set-up does not interfere with session start time and dismantling does not interfere with the start of the following session.
- Failure to comply with the above will result in the removal of the videographer from the session room.

Liability and Indemnity

Presenter agrees that neither ACTO, the conference nor any of their officers, directors, members, agents and employees (the "Organizers") shall be held liable for any damage, loss, harm, claims, demands, suits, liability, costs, attorney's fees, and expenses of whatever kind or nature or injury to person or property (collectively the "Losses") of the Presenter or any of its officers, directors, agents, or employees resulting or arising out of or related to the Conference.

Presenter expressly waives and releases any claims or demands it may have against any of the Organizers by reason of a Loss incurred in connection with any typographical errors or other inaccuracies, such as in the Presenter's name or biography, which may ultimately appear in any printed materials relating to the Conference.

Presenter shall indemnify, defend, and hold harmless the Organizers from and against any and all claims, demands, suits, liability, damages, losses, costs, attorney's fees, and expenses of whatever kind or nature which might result from or arise out of any action or failure to act on the part of the Presenter or any of its officers, directors, agents or employees.

ACTO undertakes no duty to exercise care, nor does it assume any responsibility for the protection and safety of the Presenter, its officials, agents or employees, or for the protection of the property of the Presenter or its representatives or of property used in connection with the speaking engagement, from theft or damage or destruction by fire, accident or other cause.

Any protection exercised by ACTO shall be deemed purely gratuitous on its part and shall in no way be constructed to make it liable for Loss suffered by the Presenter. It is the responsibility of the Presenter to maintain proper insurance coverage for its property and liability.

Conditions of Agreement

Presenter agrees to observe and abide by the foregoing Agreement to Speak and by such additional conditions made by ACTO from time to time for the efficient or safe operation of the Conference, including, but not limited to, those contained in this contract. ACTO, in its sole judgment, may refuse to consider Presenter for future engagements if they violate or fail to abide by the Conditions set forth in this Agreement to Speak. There is no other agreement or warranty between the Presenter and ACTO except as set forth in this agreement.

I have read, initialed and accept the terms and conditions above.

Signature

Date

Print Name

Return signed agreement to:
Lynn Meinke
Program Chair
2016 ACTO Annual Conference
CoachingServicesIntl@verizon.net
610-876-6487