



> BRINGING THE TEAM TOGETHER. <  
FIRE EMS DISASTER NURSING LAW ENFORCEMENT

## SPEAKER AGREEMENT

Date provided: 01/07/2017

**Please fill out the information below. Make sure you have checked all of the appropriate boxes. Please upload into the speaker center @ [www.cfedwest.com](http://www.cfedwest.com) or email to Debra Murphy [dmurphy1776@gmail.com](mailto:dmurphy1776@gmail.com).**

1. I agree to participate in the following session at the 2017 CFED Conference & Expo:

Speaker Name: \_\_\_\_\_

Session Title: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_ (Note: times are estimates and subject to change)

The presentation will cover information/topics requested by CFED and agreed to by me. I agree to comply with all program-related deadlines provided by CFED, including but not limited to:

- Speaker Agreement Form – signed and completed – return no later than 2 weeks after receiving it
- Photo (high resolution headshot) – due by February 17, 2017
- Resume and Bio (short introduction) – due by February 17, 2017
- Course objectives and course description (website) – due by February 17, 2017
- Presentation – due by April 1, 2017
- Travel Itinerary - due by April 1, 2017

2. I  will  will not be using a visual presentation. I will be using the following format:

PowerPoint  Keynote (Mac Users)  Other: \_\_\_\_\_

3. I acknowledge that, for my presentation, the session room will be equipped with a laptop (PC), projector, screen, internet and a lavalier microphone.

**Additionally, I will need the following:**  I will need a laser pointer

I will need flip chart/easel/markers

I will need dry erase board/easel/markers

I will need a DVD player

I will need \_\_\_\_\_

4. I  will  will not be using embedded video clips/audio clips in my presentation.

5. I understand that my presentation will be reviewed for accuracy, to ensure the presentation is educational in nature, matches the session description, and that CFED reserves the right to make changes to any presentation with speaker approval.

6. I agree to notify Debbie Murphy or Pamela Martinez immediately in the event that an emergency should prevent me from meeting my obligation as a speaker and will make every attempt possible to provide a qualified substitute speaker.

7. I  grant  do not grant CFED a royalty-free license to use, reproduce and distribute my presentation (including all handouts and visual presentation) in regards to the CFED Conference & Expo. I understand that this license does not change the fact that I retain copyright ownership of my presentation, and does not prohibit me from using my presentation in any way or from allowing others to use it.

8. I agree to produce and bring all of my own hand-outs if any are to be provided to attendees.



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- 9. To the best of my knowledge, my presentation does not violate any proprietary or personal rights of others (including any copyright, trademark and privacy rights), is factually accurate, and contains nothing defamatory or otherwise unlawful. I have the full authority to enter into this agreement and have obtained all necessary permissions or licenses from any individuals or organizations whose material is included or used in my presentation.
- 10. I authorize CFED to use my name, photo, and biographical data in connection with the use and promotion of the program.
- 11. I will be responsible for making my own travel arrangements.  
Flights should be made a minimum of 30 days prior to arrival. Only coach flights are acceptable unless previously agreed and cost must be reasonable. Rental cars are not an approved expense unless agreed upon. Transportation to and from the airport is provided by the CFED transportation team. Mileage is reimbursable at the Federal reimbursement rate if you are driving to the conference.
- 12. I understand that my hotel reservation will be made on my behalf by CFED staff at the Conference Hotel. However, it is my responsibility to confirm hotel arrival and departure date with the Education Director.  
One room night is provided to each presenter. Presenters from out-of-state or presenting on multiple days may be given an additional room night. Other additional room nights will be your expense at the Conference rate. Hotel self-parking is included with the room night. Valet parking is your own expense.
- 13. Free full Conference Registration is offered to all presenters by CFED. This includes breakfast & lunch each day. Presenters must be registered and check in at the speaker room a minimum of 90 minutes prior to your presentation. Conference badge must be worn during your presentation, except for uniformed personnel.
- 14. CFED does not reimburse for meals unless previously agreed upon by the Education Director.
- 15. Expense reimbursement requests must be submitted to the Education Director prior to your presentation.

Please PRINT your title and company exactly as it should appear in all conference materials.

Speaker Name & Title: \_\_\_\_\_

Company: \_\_\_\_\_

Please provide the best contact information for you:

Phone(s): \_\_\_\_\_ & \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Assistant's Name and Contact information: \_\_\_\_\_

*By signing this form and based on mutual consideration, I understand and agree to all of the above.*

\_\_\_\_\_  
Speaker Signature Date