

SPEAKER AGREEMENT

Thank you for agreeing to speak at a program for CAI-Michigan! You have been selected to speak at the Program entitled:

The following is important information related to your program:

DATE: _____

TIME: _____

You must be at the Program for the entire time

Your Program is geared towards:

- CONFERENCE MINI-EXPO MANAGERS ONLY
- BOARD MEMBERS GENERAL SESSION

Other Speakers at this Program & their Contact Information:

Your Program **will** **will not** have a moderator.

Your Bio for the Presentation is due on or before:

Your outline for the Presentation is due on or before:

Your final handouts must be submitted on or before:

** Please note that all handouts must be approved by the Committee before the Program**

Any questions you may have should be directed to the following Program Committee Members(include contact information):

Failure to comply with these deadlines may prevent you from participating in the Program.

As a speaker, you hereby grant permission to CAI-MI to record, in any manner, your presentation. You further grant CAI-MI a nonexclusive, irrevocable, license to use, reproduce, make derivative works, publish, distribute, and/or sell the recording, transcript, and/or handouts and related materials of your presentation. CAI-MI is allowed to post your handouts and related materials on its website.

You warrant and represent that, to the best of your knowledge, nothing in your presentation violates any proprietary or personal rights of others, including without limitation, any copyright or privacy rights. You further warrant and represent that your presentation is your own original work, which you have the right and authority to make this Release and Agreement, and that you are the sole owner of copyright or that you have obtained all necessary permission or licenses from any persons or organizations whose materials are included or used in your presentation. You understand that you will not receive any royalty or other compensation from CAI-MI for the use of your presentation and materials in any form.

You authorize CAI-MI permission to use your name, likeness, photograph and biographical data in connection with the use and promotion of your presentation.

You agree to comply with the guidelines set by the National and Michigan Chapter of the Community Association Institute and the Education and Program Committees. This includes, but is not limited, to not promoting your company and services and/or providing marketing materials at the Program.¹ You further agree to not interfere with the Sponsor of the Program from presenting its brief presentation at the beginning of your Program. You also agree to conduct yourself in a professional manner so as not to create a negative impression in the eyes of the attendees

You understand that by failing to comply with these deadlines, requirements, and to cooperate with the Chapter, other Speakers, and/or Committee may prevent you from participating in the Program.

NAME OF SPEAKER (print²): _____

COMPANY NAME: _____

SIGNATURE: _____

DATE: _____

PREFERRED METHOD OF CONTACT (include phone number and/or email address)

¹ You are not prohibited from providing attendees with your business card or contact information. All handouts may be on your company letterhead and include your name, company name and contact information.

² This is how your name will be used on all marketing for this Program so please include all designations.