

AFC Speaker Agreement

Presenters for Workshops, Meetings, and Conferences

In order to confirm you as a speaker, you must agree to the terms and conditions contained in this Agreement by signing this agreement and returning it back to AFC.

For good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged, you hereby agree as follows:

1. You, {AuthorFirstName" "AuthorLastName" }, agree to give a presentation entitled **{"Session Title"}** at the **2022 AFC Annual Meeting & Conference**, at the time and location designated by the AFC, on the subject matter that you described in the presentation proposal that you have submitted to the AFC. For purposes of this Agreement, the term "Presentation" refers to your presentation and includes, without limitation, your spoken words and performance, any accompanying audio-visual or electronic presentations, and any accompanying written or electronic handout materials.
2. You retain any copyrights of your Presentation. You hereby grant to the AFC a non-exclusive, perpetual release to make use of the Presentation for the professional development of its members. You authorize the AFC to use your name, likeness, photograph, and biographical data in connection with the AFC's use and promotion of the Presentation and its Meeting or Conference.
3. You warrant that, to the best of your knowledge, your Presentation, and any accompanying material, 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. You further warrant that you have the full authority to enter into this Agreement.
4. You agree to provide the AFC with copies of your handouts, if requested, prior to the event. Handouts give your audience something to take away from your presentation, to review later and to help them retain technical and important information. It's okay to include related information in your handout that further supports or explains in more detail what your presentation covered.
5. You agree to promptly reply to all communications from the AFC concerning your Presentation and to comply with all instructions and deadlines that the AFC may prescribe for speakers and speaker presentations.

6. Presentations at the AFC conferences and meetings are learning experiences and thus are noncommercial. You agree that your Presentation shall be educational and technical in nature and shall not promote, advertise, or sell particular products or services. Use of your company logo shall be limited. You shall not use the AFC logo or trademark in your Presentation except as expressly permitted by the AFC through written instructions or as provided by the AFC in PowerPoint templates or other presentation aids.
7. In your Presentation, including any accompanying materials, you shall not either directly or by implication, state or suggest that you represent or have authority to speak on behalf of the AFC or provide the official position of the AFC. In any circumstance where your status or authority might be misunderstood, you should state, either in your spoken Presentation or your written materials that any opinions expressed are your personal opinions and neither represent the position of the AFC or its Board of Directors.
8. The AFC reserves the right to cancel or revise your session at its discretion at any time. In the event of cancellation, the AFC shall not be liable for any expenses, costs, or damages incurred by you. You agree to use your best efforts to attend the conference and/or meeting and make your Presentation. Should unforeseen circumstances prevent you from attending or making your Presentation, you agree to notify the AFC immediately.
9. All selected speakers are responsible for their own expenses incurred in conjunction with the AFC Meeting or Conference including registration, housing, and travel unless agreed upon in advance in writing.

I have read this agreement in its entirety and agree to abide by these terms and conditions.

Speaker's Name (Please Print): _____

Speaker's Signature: _____

Date: _____