

## **ACCA Speaker Agreement**

**This agreement is applicable to all ACCA events including but not limited to:  
Next Level, Building Performance Forum, Service Managers Forum & ACCA Annual Meeting**

### **Recording & Photography**

I understand that my session may be recorded and by agreeing to speak during this event, I give my permission to ACCA and its designee to record my presentation. I understand that reproductions of such recordings may be sold and distributed and that I consent to such sales and distribution and waive all interest in the same. I also understand and agree that portions of my presentation (either in writing and/or recorded), with full credit to me, may be posted in various formats by ACCA. **I agree to provide an electronic copy of my presentation documents to be preloaded by the recording company prior to the event.**

Release of Photography: By participating, you are giving ACCA permission to use photographs or video of your company's exhibit and representatives taken at the event. ACCA intends to use such photographs and videos only in connection with ACCA and related brands' official publications, media promotions, websites, or social media sites including but not limited to Facebook, Twitter, Snapchat and YouTube, and that these images may be used without further notifying you.

### **No "Sales Pitch" Acknowledgement**

By agreeing to speak at any ACCA event, I attest that my presentation will not constitute a "sales pitch" for any particular service or product, and that the information provided in my workshop will be solely educational.

### **Intellectual Property Rights**

By agreeing to speak at any ACCA event, I warrant that the materials that I am presenting – either in written or verbal format – are my own and do not violate any copyrights, trademarks, or other intellectual property rights, or if I am presenting the intellectual property of others I have been granted full and clear permission to do so.

### **Code of Conduct**

By agreeing to speak at any ACCA event, you are agreeing to be respectful of all ACCA and related brands, companies and organizations associated with ACCA, and any and all companies operating within the industry. Disparaging or damaging remarks or comments or slander of any type will not be tolerated and will preclude you from speaking or attending any future ACCA events.

### **Indemnification**

Each party agrees to indemnify, save and hold the other party harmless from and against any and all losses, expenses (including, but not limited to, payroll and income taxes and attorneys' fees), damages, claims, suits, demands, judgments, and causes of action of any nature arising from or as a result of (i) the performance of such party's obligations under this Agreement, (ii) the failure of such party or any of its directors, officers, employees, agents or other representatives to comply with any term or condition (including but not limited to all payment terms, warranties and representations) of this Agreement, (iii) the willful or negligent acts of such party or its employees, and/or (iv) the reclassification for employment or tax purposes of any director, officer, employee, agent or other representative of such party.

### **Submission of Materials**

By agreeing to speak at any ACCA event, you agree to submit all requested materials in accordance with event deadlines so ACCA can submit for CEUs where applicable. This includes but is not limited to: session outline and time line, PowerPoint presentation, and handouts. You also agree to allow ACCA to post your materials on the ACCA event website and the mobile app for the sole benefit of attendees. Note that ACCA will provide a template for presentations but you are not required to use said template.

### **Audio Visual Equipment**

Each room will be set with a microphone, a projector, and a screen. If you need any additional materials, we cannot guarantee availability, but contact Kimya Cajchun at [events@acca.org](mailto:events@acca.org) and we will do our best to help you.

### **Speaker Travel**

By agreeing to speak at any ACCA event, you understand that all travel arrangements including flight, hotel, etc. are done on your own and no compensation will be provided.

### **Speaker Registration**

By agreeing to speak at any ACCA event, you understand that speakers will receive a discounted registration. Instructions will be sent after you are confirmed as a speaker as to the registration procedure.