



**CHANGE  
MANAGEMENT** 2019  
April 28 - May 1, 2019 | Orlando, Florida, USA

## CALL FOR SPEAKERS

### Speaker Agreement Terms and Conditions

Sharing your professional experience at Change Management 2019 provides quality exposure for you and your company while creating an unprecedented learning opportunity for attendees. Please review the following Speaker Guidelines, Terms and Conditions and accept in the Speaker Submission Form.

**If selected:**

1. You agree to present at the specified Change Management event. The exact date and time of your presentation will be shared in your acceptance letter.

2a. If selected for Change Management 2019, you agree to meet the following deadlines for the 2019 Annual Conference:

- A. Confirmation of Acceptance to participate at the Annual Conference by November 16, 2018.
- B. Orientation Session will take place 2 times during the week of December 3, 2018.
- C. Registration for the Conference no later than December 31st.
- D. Submission of Draft slides no later than January 11, 2019.
- E. Last changes to title, description, learning objectives by February 1, 2019
- F. Final Slides ready for final review with Liaison March 8, 2019
- G. Submission of Final Slides no later than March 31, 2019.
- H. Attend the onsite orientation session on Sunday, April 28, 2019.

2b. If selected for Change Management 2019, you agree to meet the following deadlines for the 2019 Regional Conferences:

- A. Confirmation of Acceptance to participate at the Regional Conference within 7 business days of the confirmation letter going out. (Anticipated by March 8)
- B. Registration for the appropriate conference 4 months prior to the event.
- C. Orientation Session will take place in early February
- D. Submission of Draft slides no later than 3 months prior to the conference
- E. Submission of Final Slides no later than one month prior to the conference



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2c. If you are accepted to speak for a webinar, you will be contacted with confirmation of this as well as date options for you to choose from, if available.

**Failure to participate in these events and to submit presentations according to the dates outlined in your confirmation may result in being removed from the program/agenda.**

3. For those presenting at a conference, you agree to work with a Speaker Liaison who will be your main point of contact for keeping you on track with deadlines and requirements. They will also offer feedback on your presentation and serve to introduce you at the conference. You will respond to their emails and meet with them at least 2 times via phone or webinar before the conference. 4. You agree to author a presentation and represent that you own all rights in the presentation or that the content is in the public domain, free of all claims, liens and encumbrances and have full power to execute this Agreement. You agree to obtain any permission or clearance required for the content of your presentation at the conference by your employer, the owner of the presentation content or any other necessary organization or individual prior to submitting the presentation to ACMP.

5. If your presentation is a work-for-hire or is based on your work with another company, you agree that you are the sole author(s) and that the owner of the presentation content (the company cited in the presentation) has granted written permission for this content to be presented and distributed at the ACMP conference.

6. You represent that the presentation does not infringe the statutory copyright or common law literary rights of others, or violate the rights of privacy or libel other persons or otherwise violate any other intellectual property rights. If the presentation contains copyrighted material owned by a third party, you agree to obtain written permission from the copyright owner to use the copyrighted material in the presentation. **Written permission must be shared with ACMP no later than 8 weeks prior to the education event.**

7. You agree to indemnify and hold harmless ACMP, its licensees, assignees and contractors in any action arising out of facts which constitute a breach of the aforementioned representations and warranties and hold them harmless for any and all third party claims, damages, liabilities, costs, charges and expenses including reasonable attorneys' fees arising out of any breach of the aforementioned representations and warranties or relating to the content of the presentation. This clause (Item 6) does not apply to the United States of America, and officers, employees, agents and other personnel to the extent the preceding terms and conditions are prohibited by Federal law.

8. You grant ACMP the rights to include your presentation content in the conference proceedings in hardcopy and/or electronic format. A copy of your slide presentation (or other presentation program) must be made available for download by registered Conference participants both prior to and after the Conference. ACMP may also allow its members to access your presentation. Your session may be recorded and made available to Conference participants, ACMP members or the general public either at no additional cost or for a fee. ACMP can add your name, topic and short biography to the ACMP website or any marketing materials. ACMP may use any recordings or portions of your presentation for advertising and marketing purposes of future conferences.



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9. You agree that your presentation will not disparage any other methodologies or bodies of work and will conduct yourself in a professional, ethical fashion.
10. ACMP will provide **(1) one complimentary registration** to any conference that you are participating for a live event. **If you have a co-speaker that you submit at the time of application, they will be offered a slightly discounted rate, up to (1) one co-speaker discount per presentation.** You must use the code(s) provided in your acceptance letter and register no later than the date outlined in your confirmation letter. If you do not register before this deadline, a late fee of \$200 will be charged.
11. You agree to ensure that your education session is a Sales-Free Zone. Unless specifically designated, ACMP programs are non-commercial forums. Individuals are to refrain from the use of brand names and all specific product endorsements. Under no circumstances shall any ACMP event be a speaking platform to be used as a place for direct promotion of a speaker's product, service or monetary self-interest. Selling from the podium is defined as:
- Making a sales transaction.
  - Using your session to develop a mailing list.
  - Handing out price lists.
  - Encouraging participants to contact the speaker by telling session attendees how the speaker can be reached and/or discussing engagements/fees.
  - Discounting others' views, models, or products in the session.
  - Including company literature in speaker handouts and/or distributing company materials or products during a Change Management 2019 education session.
12. Non-Discriminatory Presentation Guidelines: Instructors must refrain from overt statements or offensive humor, which would disparage the dignity of any individual or group. Following are some non-discriminatory presentation guidelines:
- Use non-discriminatory words in verbal and written communications.
  - Review your material and substitute asexual words such as sales representative or sales person instead of salesman. Refrain from using labels (e.g., referring to women as "girls"). Eliminate sexist language in your handouts (i.e. replace masculine pronouns with he or she, or reword sentences or phrases).
  - If you encourage audience participation, acknowledge and give equal opportunity for contribution.
  - Avoid discriminatory jokes (e.g., belittling a person's sex, race, or age, or perpetuating a stereotype).
  - Introduce panel members in a non-sexist manner. Ask panelists how they wish to be presented. Avoid references to personal/physical attributes. Acknowledge professional positions, skills and contributions to the industry. Be consistent in the use of names and titles, giving the same type of information and level of formality for each. As an example: "Ms. Mary Jones, Vice President of ABC Presentations, and Mr. John Smith, Sales Manager of Smith & Associates, will join us today."
  - Avoid visual aids that show people in stereotypical roles. Regardless of sex, race, age groups,



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etc., present individuals without bias. Failure to comply with this agreement and/or to adhere to the deadlines could result in your being removed from the schedule. ACMP receives a large variety of submissions that are outstanding and are willing to be placed on a waiting list.

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ACMP receives a large variety of submissions that are outstanding and are willing to be placed on a waiting list. Failure to comply could result in a speaker from the waiting list being moved into your program slot. If this happens, ACMP will not reimburse any of your flights, reservations or fees. If you were the primary speaker and your registration was complimentary, your registration will be cancelled. If you were the co-speaker and partially paid for your registration, you will be required to either pay the difference of a regular attendee or it will be cancelled with the cancellation fees applying based upon the current timing of the cancellation.

By participating in the application process, you certify that you are agreeing to all of the items outlined in this agreement. A copy of this agreement will be made available as well during the application process.