

DRAFT



EXPO

Program Participation Agreement

DRAFT

XXXXXXXXXX XX, 2020

Participant: XXXXXXXX

Presentation Date / Time: XXXXXXXX

Presentation Name/Topic: XXXXXXXX

Presentation Format: XXXXXXXX

Location: Music City Center in Nashville, TN

Important Deadlines: May 10, 2021 - Agreement Returned

May 10, 2021 – Headshot and bio

September 24, 2021 - Presentation Submission Deadline

Thank you for agreeing to speak during IFAI Expo 2021.

In exchange for presenting at IFAI Expo, IFAI agrees to provide 1 (one) complimentary registration. Instructions on how to receive your complimentary registration will be sent out once registration opens.

CANCELLATION POLICY

The agreement to present at IFAI Expo 2021 is a binding agreement between IFAI and the participant. Cancellations by either party should be avoided by all means.

If the participant must cancel the engagement, the participant is required to contact IFAI within 30 days if possible. Speaker may be asked to help find a suitable replacement.

In the event that IFAI must cancel the engagement, IFAI will notify the presenter within 3 business days of that decision.

IFAI INDEMNIFICATION

The Industrial Fabrics Association International shall indemnify, defend, and hold harmless the participant, and the participant's contracting organization, from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (claims) arising out of or caused by negligence in connection with this demonstration engagement.

The participant shall indemnify, defend and hold harmless IFAI from and against any liability, claim, loss, suit, or legal fees and expenses, including but not limited to, any claims in the nature of libel, slander, unauthorized use of copyright material or non-compliance with applicable laws, arising out of the actions of the participant. Neither party shall have waived or be deemed waived, by reason of the above paragraph, any defense, which it may have with respect to such claims

IFAI MARKETING

Speaker authorizes IFAI to use their name, likeness, photograph, biographical data and presentation title and description in connection with the use and promotion of any aspect of this event (i.e. websites, social media, and other collateral). IFAI maintains the right to shorten or edit biographical information or presentation descriptions and materials as needed. A PDF version of the participant's actual handouts or presentation in handout format may be made available to registered attendees.

The participant understands that IFAI offers industry members the opportunity to sponsor different components of conferences, including but not limited to education sessions. The participant is aware that their education session could be sponsored and that does not affect the content or delivery of the session in any way.

PHOTOGRAPHY AND VIDEO RECORDING

The Speaker consents to potential photography and video recording of their session for marketing purposes. Speaker agrees the images and recorded video may be distributed by IFAI. No recording/photography of session will be allowed except by the audio/visual provider hired by IFAI.



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The participants session may be recorded or live streamed to engage more attendance. In the event that the session is recorded or live streamed, the presenter grants IFAI the right to distribute and display such recording(s) in any form or format to registered attendees.

GENERAL PRESENTATION GUIDELINES

IFAI requires an advance copy of presentation files from all participants (except keynote lecturers and panel discussions) by **September 24, 2021**. All materials distributed to the audience or displayed to audience must be reviewed and accepted in advance by the IFAI education coordinator. Speaker must comply with the commercialism policy to provide educational content to audience.

COMMERCIALISM POLICY

All participants must refrain from making overt commercial statements in writing, orally and visually. Commercial statements include direct comments made for commercial gain or advantage, traditionally referring to companies, products, or services. There shall be no direct disparaging comments about any specific products/companies. **Company logos are permitted on handouts and presentations only on the first and last page along with participant's contact information.**

MATERIAL REVIEW CRITERIA

IFAI education managers and members of respective program committees will review all handout and presentation materials. The following criteria will apply to the review process:

- Clear and understandable content
- Information is supported with figures, tables or photographs if necessary
- Appropriate formatting is followed
- Appropriate use of English language and grammar
- Overall usefulness and educational value to audience
- Compliance with the commercialism policy

PRESENTATION SUBMISSION INSTRUCTIONS

IFAI may make changes to the format without notice. IFAI may request changes to the information and will work with each participant to develop those changes accordingly. All presentations must be submitted to <http://ifai.leapfile.com> - select the secure upload option and use this email address mmfirl@ifai.com. **Please do not send PDF material.** IFAI must have access to original documentation in order to make changes as necessary. Trademarked presentations will not be accepted.

Printed Name: _____

Signature: _____ Date: _____

By signing this document, you agree that you have read and agree to the terms outlined in the speaker agreement.

Please sign and date this agreement and return email to mmfirl@ifai.com.



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