

## BENEFITS AND CONDITIONS OF ENGAGEMENT FOR SPEAKERS & MODERATORS

March 10-12, 2019 - San Diego, California

The Connected Communities Collaborative (CCC) 2019 CityLaunch Conference offers the following benefits and expectations for speakers and moderators. We hope all of our speakers and moderators will consider absorbing their preparation and travel costs as a contribution to the industry, as the event is hosted by Connected Communities Collaborative (CCC), a non-profit organization.

### COMPLIMENTARY BENEFIT

#### 1) **Registration:**

One 3-Day General Registration (Sunday - Tuesday) - **includes general and breakout sessions and exhibits. Ticketed Events are separate.**

### AUDIO VISUAL & HANDOUTS

#### 1) **Audio Visual Equipment:**

A laptop computer, projection screen, wireless microphone, laser pointer, projector, and internet will be provided. Presentation from your own laptop is possible, but must be communicated prior. **You must indicate on the next page if you plan to use PowerPoint (refer to the attached PowerPoint Presentation Guidelines).**

#### 2) **Handouts (Deadline February 15, 2019):**

Handouts must be relative to the presentation and cannot be marketing materials for products or services. Speakers may procure handouts at their own expense, in advance of the conference, and may place the handouts on tables located in the back of the session room. Alternatively, we encourage speakers to post their handout on their website and provide the audience with the web address. Please submit your handouts to [jenny@connectedcc.org](mailto:jenny@connectedcc.org) **no later than February 15.**

### CONDITIONS OF ENGAGEMENT

#### 1) **Photos, Audio & Other Recordings:**

An audio recording will be made of your presentation for sale as a service of the conference as provided by the CCC CityLaunch Conference contractor. CCC may also authorize media representatives to take a photo, and conduct a brief audio or video recordings of portions of the sessions. Only the CCC may authorize photos, audio or video recordings of any presentation, speaker or attendee. By signing this agreement, you are agreeing to a photo release at the discretion of CCC and the conference.

#### 2) **Copyright and Music License Disclaimer:**

All copyrighted or other legally protected material including images must be acknowledged and with permission obtained in advance as required by law and it is the speaker's sole responsibility to do so. This pertains to all forms of media (print, audio, video, etc.). No music may be included in any presentation format as the CCC does not pay the music licensing fees that would be required. The CCC will not assume liability for any required copyright or legal reproduction acknowledgments that are disregarded. For your protection and that of the CCC, you are expected to comply with all copyright and other related laws as a condition of speaking.

**If you obtain permission for any reproduction used in your presentation, you must provide a copy of the permission granted to the CCC well in advance of the conference dates.** Material (including images) obtained on the Internet does not exclude necessity to obtain permission from the author to use it. Internet sources do not automatically constitute open public access for usage. The CCC reserves the right to cease a slide show or other presentation component that is identified as violating these requirements and with associated liabilities.

#### 3) **Responsibility for Statements, Advice and/or Opinions:**

The CCC is not responsible for statements, advice or opinions given by speakers and/or contained in session materials. Any such statements, advice or opinions solely represent the views of the authors, program speakers or the persons to whom they are credited, are not statements, advice or opinions of the CCC and are not in any way binding on the CCC. Each author and/or speaker is solely liable and responsible for any such statements, advice or opinions.

#### 4) **Promotion of Product or Service (including handouts):**

It is a policy of the CCC, that all speakers or moderators participating in the program present information and supporting visual aids that are **in no way a marketing or promotional presentation of any product or service that serves the interest or betterment of the speaker or his or her affiliates.** Speaker further understands that each session moderator has been instructed to end the particular presentation if this policy is disregarded.

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### CONDITIONS OF ENGAGEMENT CONT.

#### 5) PowerPoint Presentations (Deadline March 1, 2019):

Do you plan to use PowerPoint for your presentation?  Yes  No

If yes, please email your presentation **on or before March 1** to [jenny@connectedcc.org](mailto:jenny@connectedcc.org). We recommend that you also bring your presentation on a USB drive to the conference. **Please do not deliver your presentation to the A/V technician in your session room.**

All speakers using PowerPoint are strongly encouraged to conduct a practice session in the Speaker Ready Room with the audio-visual technician to help ensure compatibility with the equipment provided.

Do you authorize CCC to post your final presentation as submitted for the session on the CCC CityLaunch website?  Yes  No

If no, do you wish to submit a modified version for the CCC CityLaunch website?  Yes  No

We encourage you to take advantage of posting your PowerPoint presentation on the conference website, [www.connectedcc.org](http://www.connectedcc.org). Presentations will be write protected with a password. Viewers will not be able to modify the presentation

### ACCEPTANCE

Signature by the undersigned invited speaker/moderator attests that you have read, understand and accept all benefits and conditions of engagement outlined in this BENEFITS AND CONDITIONS OF ENGAGEMENT FOR SPEAKERS & MODERATORS and the confirmation letter of invitation.

\_\_\_\_\_  
Speaker's or Moderator's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Your signature and return of this form is also required to CONFIRM your acceptance and listing in published program materials. All hotel rooms reserved by unconfirmed speakers will be released February 15, 2019.**

**RETURN THIS SIGNED FORM BY February 15, 2019 VIA EMAIL**

Connected Communities Collaborative  
c/o CityLaunch Speaker Coordinator  
EMAIL: [jenny@connectedcc.org](mailto:jenny@connectedcc.org)