

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. Please note that the value of pre-approved reimbursements and complimentary benefits is not transferable.

REIMBURSABLE BENEFITS CONDITIONAL UPON SPEAKING (DEADLINE APRIL 12, 2019)

Please submit receipts for reimbursement in U.S. Dollars of any items listed below along with the completed Speaker/Moderator Expense Form **no later than APRIL 12, 2019**. No reimbursements will be paid after this date. All payments will be issued in U.S. dollars and paid by check. Reimbursements will not be paid at the conference. We will only reimburse for the items outlined below. We will not reimburse for additional expenses such as rental car, road/bridge tolls and Internet services.

1) **Travel:**

Mileage to and from San Diego Hard Rock Hotel @ \$.55/mile not to exceed \$100 U.S. for anyone traveling in excess of 50 miles each way. Airfare reimbursements are for or economy round trip airfare to and from San Diego not to exceed \$300 U.S. **Speaker/Moderator is responsible for booking and ticketing of flight.**

2) **Ground Transportation:**

To and from airport and San Diego Hard Rock Hotel not to exceed \$50 U.S.

3) **Lodging (Deadline January 4, 2019):**

One (1) night at our conference rate of \$239 U.S./night for the CityLaunch Conference room block for a standard room plus tax and applicable fees at Hard Rock Hotel (207 Fifth Ave, San Diego). **We will not reimburse for lodging at any other hotel or for non-contracted rates. (e.g.: corporate or government rates, rooms booked through a travel website or agents).**

I will not be needing a hotel room and will not be returning the hotel room reservation form.

Speakers/Moderators need to arrange room bookings using the enclosed Speaker/Moderator Hotel Reservation Form **no later than January 4. The hotel is holding rooms for speakers only until January 4.** If you delay in making a reservation, it is possible that you may need to reserve a room at a non-contracted rate or at another hotel due to high demand. **The hotel will charge you for room nights guaranteed and not used, such as for a no show. Please cancel your reservation if your plans change.**

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 **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.

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CONDITIONS OF ENGAGEMENT CONT.

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.

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. 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. 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