

POSTER PRESENTER CONTRACT

On behalf of the CampusEnergy2024 Technical Program Committee, IDEA is pleased to confirm that your abstract has **accepted to be displayed as a poster presentation at CampusEnergy2024.**

Posters will be on display Tuesday evening, February 20 through Thursday afternoon, February 22, 2024, at the Hilton San Francisco Union Square. There will be designated times throughout the conference – during exhibit hall hours and breaks - where you will be on hand to discuss your poster with attendees.

To secure a spot as a poster presenter, please review and sign this speaker contract and email it to our technical committee at speakers.idea@districtenergy.org, by Friday, September 29.

Please note that poster presentations are not commercial in nature. Like a podium presentation, they should include content, case studies and lessons learned. You can choose how to display your content, provided it fits on the posterboard provided to you. Most poster presenters will create their presentation in PPT and print out the slides on high-quality paper or posterboard. Some will create one large posterboard with content and many will have a mix of both. Please contact Jason Beal at jason.idea@districtenergy.org with any questions about format.

Important Deadlines

Submit Poster Presenter Contract – Monday, October 2, 2023

Speaker Registration/Payment Deadline – Friday, November 17, 2023

PowerPoint & PDF Presentation Submission – Wednesday, January 10, 2024

Video Presentation Submission – Wednesday, January 31, 2024

By consenting to participate and agreeing to the speaker contract, you are required to:

- **Register and pay for the conference by or before Friday, November 17, 2023.** You must register as an **in-person attendee** for the conference (there are no virtual poster presentation slots for this conference). Poster presenters receive a discounted speaker registration rate of up to \$200 off registration rates.

You can register for CampusEnergy2024 [here](#); please select “Yes, I am a presenter” to have that discount automatically applied.

All presenters, including panelists, workshop speakers, poster presenters, main program speakers and co-presenters, must register and pay for the conference. IDEA reserves the right to increase the registration rate and rescind participation in the technical program if the registration is not received by November 17, 2023

If a poster presenter needs to be substituted for, subject to approval by IDEA, the registration fee may be transferred to a replacement speaker(s).

Should you decline to participate in the program after registering as a poster presenter, but still decide to attend the conference, you will be charged the prevailing rate for attendees. If you have any questions regarding payment, please contact Cheryl Jacques at cheryl.idea@districtenergy.org or +1 (508) 366-9339.

- **Send PDF of your poster materials by Wednesday, January 10, 2024** – You are required to submit a PDF copy of what will you display on your poster for the IDEA Technical Committee to approve. The Conference Technical Committee reserves the right to review and approve all presentation content and may make edits or comments as needed. Presentation Guidelines, including policies on commercial content, will be sent to all poster presenters after acceptance of your contract.

If you have any questions please do not hesitate to ask either Emily Riskalla at Emily.idea@districtenergy.org or Jason Beal at jason.idea@districtenergy.org or +1 (508) 366-9339.



- **Provide a video recording of your session to IDEA by Wednesday, January 31, 2024.** This video recording will be made available post-conference on our website for attendees to view. Doing so increases your visibility with attendees who might have missed your poster presentation in-person. **Please do not record your presentation before the Technical Committee approves your slides.**

Failure to submit presentations and/or video by the submission deadlines-may result in removal from technical program.

- **Participate in Q&A during your presentation.** Poster Presenters must be available during to the scheduled Poster sessions to participate in live Q&A and post-conference to answer any emailed questions from attendees post-conference.
- **Promote your participation at the conference.** IDEA kindly asks speakers to help promote awareness of the conference. IDEA will forward promotional materials between now and the conference, including presenter-specific promotions that you can share within your networks.
- **Agree to terms of use of photography/video/recording** – IDEA reserves the exclusive right to photograph, record and/or videotape presenters/panelists for all or portions of their presentation and expressly prohibits such videotaping by individual participants. Presenters agree to allow IDEA to post or publish images on IDEA websites and mobile apps, in *District Energy* magazine or other publications without restriction and without prior consent.
- **Adhere to Copyright Policy** - The author(s) hereby acknowledge and agree that the copyright for the presentation is vested with IDEA, the publisher of the proceedings. It is understood that authors/presenters retain the right to re-publish their presentations in entirety or as subsequently edited or abbreviated, provided IDEA and CampusEnergy2024 are identified as the source. Please contact IDEA if you are looking to republish parts of or your entire presentation online.

The author(s) further agree that IDEA may permit such use of its copyright publications, as it deems proper, upon judicious considerations, through abstracts, quotations, or excerpts. The primary author is responsible for the accuracy of the material submitted and hereby certifies that all content submitted to IDEA is original and is free and clear of any copyright infringements and indemnifies IDEA of any claims related to its use, publication or posting.

I hereby agree to the Speaker Contract and its content outlined above (please check box):

Print Name: _____

Organization: _____

Date: _____