

SPEAKER CONTRACT

On behalf of the CampusEnergy2024 Technical Program Committee, IDEA is pleased to confirm that your abstract has been accepted for participation in the technical conference program. **Your presentation will take place in San Francisco as part of the Main Conference Program on either Wednesday, February 21 or Thursday, February 22.**

To secure a spot in the main program, all confirmed speakers are asked to review and sign this speaker contract and return it to the technical committee at speakers.idea@districtenergy.org, by Friday, September 29.

Important Deadlines

Submit Speaker 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 speaking slots for this conference). Speakers 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 speaker or speakers need 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 speaker, 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 Presentation slides (PPT) and PDF copy of slides by Wednesday, January 10, 2024.** Main conference presentations are in-person, podium presentations. The speaker(s) for the session are required to submit a PowerPoint presentation, as well as a PDF version for attendees to view/download.

Please note: Main conference presentations are NOT panel discussions. Once received, Presentation slides (PPT) and PDF are reviewed by the IDEA Technical Committee. 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 speakers after acceptance of Speaker Contract.

- **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 presentation in-person. **Please do not record your presentation before the Technical Committee approves your slides.**

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.



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.** Speakers must be available during their session to participate in live Q&A and answer any questions from emailed 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 speaker specific promotion 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.

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

Print Name: _____

Organization: _____

Date: _____