

SPEAKER CONTRACT

On behalf of the CampusEnergy2025 Technical Program Committee, IDEA is pleased to confirm that your abstract has been accepted as a poster presentation for CampusEnergy2025.

Posters presentations are on display throughout the conference, from Monday evening, February 3 through Wednesday afternoon, February 5, 2025. Your poster materials are secured to a poster board in an exclusive, high-traffic area near registration and session rooms. There will be designated blocks of time throughout the conference – during exhibit hall hours and breaks - where you will be asked to be on hand near your poster to discuss/present to attendees.

To secure a spot as a poster presenter, please thoroughly review and sign this speaker contract, emailing it to the Technical Committee at speakers.idea@districtenergy.org no later than Friday, October 4. If there are multiple presenters in your presentation, everyone in your group must send in a speaker contract.

Poster presentations are not commercial in nature. Like a podium presentation, they are rich in content, containing case studies and lessons learned. A poster presentation gives you flexibility to display your content as you see fit, provided it fits on the posterboard provided to you. You can create a presentation in PPT and print out the slides on high-quality paper or posterboard, create one large graphic to cover the posterboard, or a mix of both. If you're new to the format, you can find additional details by visiting the [Poster Presentation FAQs](#) page or contact Jason Beal at jason.idea@districtenergy.org.

Important Deadlines

Submit Speaker Contract – Friday, October 4, 2024

Speaker Registration/Payment Deadline – Wednesday, November 13, 2024

PowerPoint & PDF Presentation Submission – Wednesday, December 18, 2024

Video Presentation Submission – Wednesday, January 15, 2025

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

- 1. Register and pay for the conference no later than Wednesday, November 13** - Please note you must be in attendance in Boston to be a poster presenter; there are no virtual speaking options for this conference. Most speakers are eligible for a discounted speaker registration rate of up to **\$200 off registration rates**.

All poster presenters must register and pay for the conference. There are no exceptions to this policy. IDEA reserves the right to either increase the registration rate or rescind participation in the technical program if the registration is not received by Wednesday, November 13th.

Please note: the government registration rate only applies to employees of local governments; this rate does NOT apply to operations staff or third-party personnel that operate a district energy system at a public university, military base or municipality.

If a presenter needs to be substituted for, subject to approval by IDEA, the registration fee may be transferred to a replacement speaker(s), provided both are eligible for the same registration rate.

Should you decline to participate in the program after registering, but still decide to attend the conference, you will be charged the prevailing rate for attendees.

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.

If you have any questions regarding payment, please contact Cheryl Jacques at cheryl.idea@districtenergy.org or +1 (508) 366-9339.

2. **Send a PDF (or PDFs) of your poster content to IDEA for review by Wednesday, December 18, 2024** - submit a PDF copy of your poster content (as it will be displayed onsite) 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. The PDF will also be made available for attendees to view/download in our Learning Management System and the conference app.

3. **Provide a video recording of your poster session to IDEA by Wednesday, January 15, 2025** – to maximize visibility with attendees, poster presenters will also provide a video recording of your presentation – something as simple as a Zoom recording with a screen share of your slides, like you’re presenting at a webinar or podium presentation – that will be made available post-conference in our Learning Management System for CampusEnergy2025 attendees. **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.

PLEASE NOTE: In addition to your video being available to CampusEnergy2025 attendees after the live event, it may also be made available for purchase in the future as part of a package of similarly themed sessions or as an ala carte purchase within our Learning Management System.

4. **Participate in Q&A during your presentation** - Poster Presenters must be available during the scheduled Poster hours to participate in live Q&A with attendees. You must also be available to answer any emailed questions from attendees post-conference.
5. **Promote your participation at the conference** - IDEA kindly asks speakers to help promote awareness of the conference. IDEA will provide a list of promotional suggestions to make it easier to share within your networks.
6. **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.
7. **Adhere to IDEA Copyright Permissions Policy** - The author(s) hereby acknowledge and agree that their presentation(s) is/are exclusive to attendees of CampusEnergy2025, with the copyright for the presentation(s) vested with IDEA, to publish and/or sell proceedings, handouts, and videos of their presentation(s) within the IDEA Learning Center. 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 CampusEnergy2025 are identified as the source. Please contact IDEA if you are looking to republish parts of or your entire presentation(s) 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.

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

Print Name: _____

Organization: _____

Date: _____