

SPEAKER CONTRACT

On behalf of the CampusEnergy2022 Technical Program Committee, IDEA is pleased to confirm that your abstract has been accepted for participation in the **Thermal Distribution Workshop program**. **Your presentation will take place in Boston, MA as part of the Thermal Distribution Workshop on Monday February 14 or Tuesday February 15.**

To secure your spot in the program, all confirmed speakers are asked to review and approve this speaker contract and return it to Jason Beal at Speakers.idea@districtenergy.org, on or before 5:00 pm ET Monday, **November 22, 2021.**

Important Deadlines

Submit Speaker Contract – Monday, November 22, 2021

Speaker Registration/Payment Deadline – Friday, December 10, 2021

PowerPoint & PDF Presentation Submission – Friday January 7, 2022

Video Presentation Submission – Tuesday, January 25, 2022

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

- **Register and pay for the conference by or before Friday, December 10, 2021.** Speakers receive a discounted speaker registration rate. Registration details and a link to the speaker registration will be provided as soon as they are available.
*All speakers including panelists, workshop speakers, 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 **Friday, December 10, 2021**. If a speaker or speakers need to be substituted, subject to approval by IDEA, the registration fee may be transferred to a replacement speaker(s). If you have any questions regarding registration, please contact Cheryl Jacques at cheryl.idea@districtenergy.org or +1 (508) 366-9339.*
- **All speakers are required to submit a PowerPoint presentation, as well as a PDF version, AND Video Recording of their presentation by the stated deadlines. The video recording will be used as a back-up, and to share with paid attendees. Failure to submit presentations and/or video by the submission deadline, **Friday, January 7, 2022 and Tuesday, January 25, 2022, respectively**, may result in removal from technical program.**

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 immediately after acceptance of Speaker Contract.

- **Participate in recording/practice sessions as requested.** IDEA will pre-record portions of the conference; and IDEA may require you to participate in a recording or practice session. Speakers will make all reasonable accommodations to participate in these sessions as requested by the IDEA team. The recording of your presentation is IDEA property for 90 days after the conclusion of the conference. However, even during this 90-day period, presenters can use a 30-second clip of your presentation for promotional purposes on your organization's website and social media channels to help promote the presentation.
- **Participate in Q&A during your presentation.** Speakers must be available during their session to participate in Q&A.

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.

- **Support conference promotion.** IDEA kindly asks speakers to help promote awareness of the conference. IDEA will forward promotional materials from time to time, including speaker specific promotion, to be reviewed and subsequently shared with their networks.
- **Use of photography/video/recording** – IDEA reserves the exclusive right to photograph, record and/or videotape presenters/panelists for all or portions of their presentations 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.
- **Copyright** - The author(s) hereby acknowledge and agree that the copyright of the volume of presentation to be presented is vested in the publisher of the proceedings. It is understood that authors retain the right to allow other publishers permission to re-publish their presentations in entirety or as subsequently edited or abbreviated, as long as the IDEA Annual Conference is identified as the source. 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.

Print Name _____ Date _____

Signature _____ Organization _____