

POSTER PRESENTER CONTRACT

On behalf of the IDEA2023 Technical Program Committee, IDEA is pleased to confirm that your abstract has been **accepted to be displayed as a poster** at IDEA2023.

Posters will be on display Monday evening, June 5 through Wednesday afternoon, June 7, 2023, at the Hilton Chicago in Chicago, IL. 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, sign and return this speaker contract to Jason Beal at speakers.idea@districtenergy.org, on or before **12:00 pm ET Wednesday, March 29, 2023.**

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.

Important Poster Presentation Deadlines

Submit Poster Presenter Contract – Wednesday, March 29, 2023.

Poster Presenter Registration/Payment Deadline – Wednesday, April 5, 2023

PDF of Poster Presentation Materials Submission Due – Wednesday, April 26, 2023

Video Presentation Submission Due – Wednesday, May 10, 2023

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

- **Register and pay for the conference by Wednesday, April 5, 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 IDEA2023 [here](#); please select “Yes, I am a presenter” to have that discount automatically applied. **All main poster 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 **Wednesday, April 5, 2023.**

If a poster presenter needs to be substituted for with another individual, subject to approval by IDEA, the registration fee may be transferred to a replacement presenter.

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, April 26, 2023.** Whatever you choose to display on your poster board, you are required to submit a PDF version for 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 speakers immediately after acceptance of Speaker 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, May 10, 2023.** This video recording will be made available on our virtual conference platform, Attendee Hub, for virtual attendees to view during the conference. These recordings will also be available post-conference to all attendees – in-person and virtual – for 90 days post-conference for attendees to view any sessions they missed (thus increasing your session’s visibility with the group). **Please do not record your presentation before the Technical Committee approves your slides.**

During this 90-day post-conference 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. After the 90-day period, you are allowed to post the recording on your website or social media channels, provided you credit IDEA and the conference.

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 their session 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 from time to time, including speaker specific promotion, to be reviewed and subsequently shared with your networks.
- **Agree to terms of use of photography/video/recording** – IDEA reserves the exclusive right to photograph, record and/or videotape poster presenters 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.
- **Adhere to Copyright Policy** - 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 (please check box):

Print Name: _____

Organization: _____

Date: _____

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