

SPEAKER CONTRACT

On behalf of the IDEA2023 Technical Program Committee, IDEA is pleased to confirm that your abstract has been accepted for participation in the pre-conference workshop program.

Your presentation will take place at the Hilton Chicago in Chicago, IL as part of the *Decarbonizing with District Energy* workshop, on Monday June 5. The exact time of your presentation will be communicated to you soon.

To secure a spot in the preliminary workshop program, all confirmed speakers are asked to review and sign this speaker contract and return it to Emily Riskalla at speakers.idea@districtenergy.org, on or before **12:00 pm ET Wednesday, March 29, 2023.**

Important Speaker Deadlines for IDEA2023

Submit Speaker Contract – Wednesday, March 29, 2023.

Speaker Registration/Payment Deadline – Wednesday, April 5, 2023

PowerPoint & PDF Presentation Submission – Wednesday, April 26, 2023

Video Presentation Submission – Wednesday, May 10, 2023

By consenting to participate and agreeing to the speaker 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 + workshop** (there are no virtual speaking slots for this conference). Speakers receive a discounted speaker registration rate of up to \$200 off registration rates.

Please note, while much of IDEA2023 is a hybrid event – allowing for in-person and virtual attendees – the **Workshop is an in-person only event.** It will not be available to virtual attendees.

You can register for IDEA2023 [here](#); please select “Yes, I am a presenter” to have that discount automatically applied. **All workshop presenters 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 **Wednesday, April 5, 2023.**

If a speaker or speakers need to be substituted for with another individual, 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, April 26, 2023.** Workshop presentations are in-person, podium presentations. The speaker or speakers for the session are required to submit a PowerPoint presentation, as well as a PDF version for attendees to download.

Please note: Unless otherwise indicated, workshop presentations are NOT panel discussions; slides are required. Workshop presentations are in-person, podium presentations, **20 minutes in length** with allotted time for Q&A following the last presentation in the session segment. 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

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.

Guidelines, including policies on commercial content, will be sent to all speakers immediately after acceptance of Speaker Contract.

- **Provide a video recording of your session to IDEA by Wednesday, May 10, 2023.** The video recording will be used as a back-up in case you are unable to attend and will be shared with workshop 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.

- **Participate in Q&A during your presentation.** Speakers must be available during their session segment 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 their 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 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: _____