



## Speaker Guidelines

### Overview

1. All speakers presenting on behalf of SRA International (SRAI) should abide by SRAI's Code of Ethics and Statement of Expectations for Professional Conduct of Members (<https://www.srainternational.org/about/who-we-are>).
2. Speakers shall provide a brief summary of their professional experiences and organizational affiliations upon the request of an SRAI representative or any participant attending their session, workshop or seminar.
3. Speakers shall agree not to explicitly support or endorse any commercial organization, product, or service during any SRAI session or workshop which may result in a real or perceived conflict of interest.
4. Speakers understand that participants evaluate their session or workshop. The evaluations are analyzed by SRAI representatives or committee members and reported to the Board of Directors.
5. Speakers understand that SRAI may and has permission to tape their session or workshop.

### Guidelines

Speakers, as selected representatives of their profession, are expected to adhere to basic professional facilitation behaviors when sharing their expertise.

- I. The Speaker is solely responsible for receiving, in writing, any copyright clearance or permissions required for Speaker's materials; and for payment of royalty fees, and/or dramatic rights and dramatic musical works and/or performance fees, and similar costs. Speaker warrants that they own or have obtained all necessary rights to their presentation materials and that such materials do not infringe upon any third party's rights.
- II. Unless notified in advance of restrictions or prohibitions that apply to Speaker Materials, SRAI will post Speaker materials for public viewing and downloading without charge or restriction. SRAI may also use, reproduce, and distribute Speaker materials in connection with SRAI's educational activities. Any restriction or prohibition on posting should be prominently displayed on every page of any Speaker



Materials. Details and manner of speech are under the control of the Speaker. However, the Society has the right to direct the Speaker to discontinue any activity constituting violation of Society policy, as well as any federal, state, or local laws. SRAI complies with and asks the Speaker to comply with all laws concerning prohibitions on discrimination based on age, race, religion, color, handicap, sex, physical condition, disability, sexual orientation, or natural origin.

- III.** Speakers are encouraged to disclose to the audience the use of AI-assisted tools to create materials and content for presentations and ensure such use aligns with principles of transparency, credit, and accuracy.
- IV.** Specific arrangements regarding venue, equipment, materials, travel, lodging, and other logistical support will be addressed in separate communications between SRAI and the Speaker.
- V.** Either party may cancel the Speaker's participation due to circumstances beyond their reasonable control, including acts of God, natural disasters, government action, or other unavoidable events. Both parties should cooperate in good faith to minimize any adverse effects of necessary cancellation.
- VI.** Each party is responsible for their own actions and neither party will be liable for indirect or consequential damages arising from this agreement.
- VII.** Each speaker will:
  - I. Begin and end on time.
  - II. Have clearly-stated session or workshop objectives - these should be presented to the audience at the beginning of the session or workshop.
  - III. Use instructional approaches that are well-suited to accomplishing the session or workshop's objectives (e.g. role playing can be an effective method for demonstrating negotiating skills).
  - IV. Make optimal use of audio and/or visual resources appropriate to the level and intensity of the session or workshop.
  - V. Strive to obtain or facilitate significant demonstrable learning outcomes.



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- VI. Be responsible for assuring that the session or workshop is consistent with the program description.
- VII. Be available to answer questions following the session or workshop.
- VIII. Conduct themselves in a professional manner with attendees, SRAI staff, and other speakers.
- IX. Keep confidential any personal information about Event attendees and not use such information for commercial purposes.

### **Reviews and Evaluations of Speakers**

Attendees and others will evaluate speakers in connection with their presentations. These reviews are anonymous and confidential. SRAI does not censor any reviews and neither endorses nor opposes the views expressed by any reviewer.

These reviews will be shared with others within SRAI including other members who are involved in planning SRAI programs. Speakers may respond to any reviews, but should recognize that attendees and others may express views which:

- I. Are not expressed in appropriate terms
- II. Use inappropriate or incorrect labels for the content or source of the information provided by the Speaker
- III. Are otherwise offensive or improper in the opinion of the Speaker or others

SRAI will not facilitate, condone, or participate in any way in any dispute arising over the content or character of any comments made by any reviewer, known or anonymous, and reserves the right to maintain the anonymity of any reviewer.

### **Confidentiality**

To the extent Speaker receives confidential information as identified above from SRAI, Speaker agrees to maintain such information in confidence in accordance with any separate confidentiality agreement between the parties.

### **Agreements and Releases**

Please sign below to indicate your agreement to the SRAI Speaker Guidelines. The agreement must be signed and received by SRAI in writing in order to participate in any



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SRAI event. This agreement applies to the specific event(s) for which the Speaker is presenting.

*I have received, read, and agree to adhere to the guidelines.*

*I agree to limit my presentation information and materials to those directly relevant to the session topic and will not promote in a commercial way my products or services or the products or services of any organization.*

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Signature Date

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Print Name

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Organization/Affiliation (if applicable)

**SRAI Representative:**

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Signature Date

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Print Name and Title

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