



## **Speaker's Agreement**

Thank you for participating with ASIS International. When developing the conference curriculum, our goal is to provide a balanced program that meets the variety of skill levels and interest levels of the conference audience, presented by speakers of the highest quality who represent the diversity of the ASIS International membership.

As a speaker for ASIS, you agree to the following:

### **Submission Requirements**

- By submitting a proposal, speakers agree to be available to speak during any timeframe of the event and as such will not request a change to the session time or day assigned if selected.
- Individuals submitting a proposal for an ASIS conference are doing so with the understanding that they agree to abide by these conditions, deadline policies, and decisions of the ASIS program committee.

### **Sales and Marketing**

- ASIS does not permit sales pitches or equipment demonstrations during educational sessions. If your session is product/service oriented, ASIS expects that the presentation focus on the technology being used in the industry and NOT a single product or service that your organization can or does provide.
- All demonstrations should take place on the exhibit floor or in a private meeting room by official exhibitors only.
- No presentation shall contain merchandising material for a product or service.
- Promotional materials may not be distributed to attendees before or after the presentation.

### **Speaker Compensation**

- ASIS does not pay per diem, honoraria, or expenses.
- Speakers receive a complimentary registration for the day of the presentation.

### **Presentation Requirements**

- Work closely with ASIS before event and meet all deadlines.
- Presentations are made with the understanding that there will be a complete explanation of material presented for each proposal submitted. Allow time for question and answer and answer all questions to the best of your ability.
- Presenters agree to allow ASIS to record the presentations (audio and/or video) and photograph session.
- Presenters release all rights to the duplication and distribution for publication in conjunction with the ASIS conference, and share copyrights with ASIS for distribution of information in the conference related materials and activities.
- All presentations will reflect the accepted abstract. No substantial changes should be made in content, format, identity or number of presenters without prior approval from ASIS.
- Handouts and presentation files must be received by deadline assigned.

- Visual aids used during the presentation need to be developed so that they can easily be viewed in a large room.
- Content and examples will be considerate of the cultural diversity of the audience.
- Speakers will abide by the [ASIS International Code of Ethics](#).
- Respect ASIS as the sponsoring organization with either positive or neutral comments from the platform.

**ASIS will:**

- Promote your session in print and electronic materials.
- May offer promotional opportunities with press and social media.
- Provide a complimentary registration for the day of the presentation at the conference, including admission to the exhibit hall, educational programs and social events.
- Grant you valuable professional exposure.
- Provide you with your evaluation scores and comments after the conference.

**Questions?**

- Seminar education sessions: Becky Mangan, CMP, [becky.mangan@asisonline.org](mailto:becky.mangan@asisonline.org)
- Exhibit sales: Mary Higham, CEM, [mary.higham@asisonline.org](mailto:mary.higham@asisonline.org)
- Meeting room rentals: [exhibits@asisonline.org](mailto:exhibits@asisonline.org)