

## CEO Conference Speaker Agreement

**If chosen to be a speaker at the CEO<sup>SM</sup> National Conference, it is understood that you are aware of and agree to the following:**

- CEO does not pay speaker fees or travel expenses.
- You are allowing CEO to use your name and photo in conference promotions.
- Still, video, broadcast, and/or sound recordings may be made of the conference and by agreeing to participate as a speaker is regarded as permission to participate in still, video, broadcast, and/or sound recordings.
- You will receive one complimentary conference registration which will include any CEO sponsored food functions.
- You will have a Speaker listing and company reference in the conference program and conference web site.
- The dress code is business casual or business.
- You will be required to observe the clock - time slots will be enforced.
- CEO will not allow presentation substitutions on-site.
- You are to refrain from "brochure speak" (advertising pitches) while presenting.
- You are expected to check in with the Conference registration desk at LEAST 30 minutes prior to your scheduled talk or your presentation may be filled with another speaker.
- You are expected to meet with students for at least 20 minutes after your session for informal Q&A in designated "Meet the Speaker" areas.
- You are expected to send in a draft presentation for review six weeks before the event and a final version three weeks before the event.
- Unless approved by CEO and arranged in advance, the only audio visual equipment your meeting room will be equipped with is a standing lectern and wired microphone.
- You are responsible for providing handouts if they are a part of your presentation.
- All submissions will be evaluated by the 2009 Conference Advisory Board.