



PEAK2020 Annual Conference
Seattle | March 9-11, 2020
Speaker Agreement

1. Speaker's Responsibilities:

1.1. Speaker agrees to conduct a session on March 9, 2020, March 10, 2020 or March 11, 2020.

1.2. Presenter agrees to provide their session's presentation materials by February 15, 2020. If PEAK Grantmaking does not receive the requested session presentation materials by the deadline, the session materials will not be included in the initial conference app release.

1.3. Speaker is responsible for checking the conference web site to verify the presentation description, personal headshot, and personal biography information is accurate. This information will be used in the Conference Program (website, conference app, assigned session room laptop, etc.) PEAK Grantmaking reserves the right to edit the presentation title and description to maximize communication and promotion potential. The purpose and content of the description will not be altered.

1.4. Speaker agrees not to use this speaking opportunity as a platform to sell or promote specific products or services.

2. Audio Visual and Room Set-up Requests:

2.1. A standard AV set-up for a PEAK Grantmaking conference session [all sessions excluding roundtable topic discussion sessions] includes one microphone, one LCD projector, one screen, and one Microsoft based laptop. Any additional AV equipment will be considered "special" and will be approved at the discretion of PEAK Grantmaking. Special audiovisual requests are due to PEAK Grantmaking by February 1, 2020 via email at conference@peakgrantmaking.org. PEAK Grantmaking reserves the right to refuse or modify any additional AV requests. If you are using a MacBook laptop computer, you are required to bring your own MacBook along with a dongle. PEAK Grantmaking will not supply MacBook computers or dongle for presentations.

3.2. Room Setup - Rooms will be set according to the topic's interaction potential, taking into account the capacity of each session room and total conference attendance. Generally, sessions will be set in theater seating [except for roundtable topic discussion sessions].

PEAK Grantmaking DISCLAIMER ON SESSION SELECTION

PEAK Grantmaking reserves the right to determine the applicability of program topics for all PEAK Grantmaking conferences.

SPEAKER RELEASE

I authorize PEAK Grantmaking to record my presentation including oral, written and visual materials, and to compile my presentation with other presentations as part of the conference educational materials. Speakers will be notified in advance if sessions will be video and audio recorded.

This release applies only to my presentation and materials delivered at this PEAK2020 conference and in no way limits my own use of my own materials. Any copyright of my presentation and materials shall continue to be my property or that of my organization. My presentation will not infringe any copyright or include any material that is libelous, scandalous or an invasion of privacy.

Please be advised that PEAK Grantmaking reserves the right to use your name and presentation title in marketing material promoting the conference.