



THE 20TH ANNIVERSARY
CONFERENCE

LOOKING BACK TO LOOK FORWARD

FRIDAY, OCTOBER 27, 2023 / CHICAGO

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SPEAKER GUIDELINES

Thank you for accepting to participate at the Breakin' It Down ("BID") conference as a Speaker.

As a Speaker, your expertise is of great value to the conference. You were invited to present relevant and impactful information in a way that will engage the audience. We have put together some information we think may be helpful to you. The Breakin' It Down Planning Committee members will be on hand throughout the conference to deal with any unexpected issues that may arise.

By accepting to participate as a Speaker at the BID conference, you agree to following:

Speaker Standards

- **Relevance to the BID Conference Framework and Theme** - Participants attend conferences to gather information that can help them do their own jobs more effectively. Speakers should relate information keeping in mind how it can be used by members of the audience. Additionally, the session should relate to BID's general conference goals and objective and its theme.
- **Knowledge of the Subject** - Speakers shall have both in-depth and broad knowledge of the presentation subject, going beyond their personal experience or the experience of their organization or firm. This will help provide examples for participants that illustrate various points of view or methods of doing things and allow more complete responses to questions.
- **Expertise on the Topic** - Every Speaker shall have specific personal experience related to the topic of the presentation, and the ability to relate that experience in the form of information usable by other organizations of various sizes.
- **Presentation Skills** - Speakers should have the ability to inspire, entertain, and engage our audience through interactive presentations or workshops providing practical takeaways in live and/or virtual environments. Speakers shall understand how to address and teach adults. This includes, at a minimum, good voice projection, coordination of oral and visual information, and the ability to interact positively with the audience. One should avoid reading material from the slide presentation. Slide material should touch on key points of the presentation.



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- **Use of Visuals** - Speakers are encouraged to use appropriate visuals through PowerPoint to supplement the session. BID will provide Speakers with a PowerPoint template incorporating the conference logo. Speakers are asked to use this template.
- **Use of Handouts** - Speakers are encouraged to offer resources and handouts to aide in learning experience. Only materials submitted prior to the conference by the specified deadline will be posted in virtual platform or handed out in in-person session, including PDF of presentation slides.
- **No Commercials** - No Speaker will sell or promote any product, service, or publication during any presentation. Distributing or handing out a company's promotional literature is prohibited outside of the exhibit booth (applies to both live and virtual events). Any participant feedback that a session felt like a "sales pitch" will weigh heavily against a Speaker/organization's ability to return to present at future events.

Relationship Between Parties and Compensation

A Speaker is not an employee of BID, BID's fiscal sponsor, or BID's affiliated groups. Each of the parties will be solely and entirely responsible for its own acts and/or the acts of its employees or agents.

No honorarium or compensation will be provided by BID, BID's fiscal sponsor, or BID's affiliated groups for a Speaker's participation unless otherwise specified in writing by BID. BID does not provide reimbursement or arrangements for expenses associated with a Speaker's presentation unless otherwise specified in writing by BID. In the event that payment is made, Speaker must provide appropriate taxing authority documentation as needed for final payment such as a W-9 form.

Agreements

- I agree commit to present at the specified BID conference. The exact date and time of your presentation will be shared by BID in my confirmation letter.
- I agree to meet all program-related deadlines for slides, handouts, etc. for the presentation no later than the date outlined in my confirmation letter.
- I agree to familiarize myself with the session prior to the BID conference. The conference program, including dates and session times, is designed at the sole discretion of the BID.
- During my presentation, I agree to refrain from the use of brand names and all specific product endorsements or to use the presentation platform as a place for direct promotion of any product or service to which I am connected or monetary self-interest.
- I will notify BID immediately in writing unexpected and extenuating circumstances arise that prevent me from meeting my obligation as a Speaker, to discuss options.
- I agree to submit my final presentation and/or supplemental resources and materials to be distributed to conference participants.
- I agree that all technology and software for the presentation will be provided and hosted by myself at my own expense and at no cost to BID.



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- I agree to promote my session through the my social networks (e.g., Facebook, LinkedIn, Twitter, personal and organization/company websites, etc.); Social media language with short links and hashtags may be provided to me by BID prior to the event.
- I understand and support the importance of inclusion, safety of expression, and respect for different points of view. I pledge to provide at all times an atmosphere in which attendees have space to share openly.

Presentation, Recordings, and Intellectual Property

- I grant BID the rights to include my presentation content in the event proceedings in hard copy and/or electronic format.
- I agree to provide a copy of my session slide presentation and/or other presentation program materials to be made available for download by registered participants at no additional cost to BID or their registered participants after the event.
- I authorize that BID may use any recordings or portions of my presentation for advertising and marketing purposes of future events. I further agree not to share my BID session recording on social media, websites, communications, etc. until one year after their presentation.
- I give permission to BID to record my entire presentation, including my likeness, voice and verbal statements, on film, videotape, and audiotape (collectively the "Recording"). I acknowledge that BID, in capturing my presentation, will become the copyright owner of the Recording. To the extent I have any rights in the Recording, I hereby assign all my rights, title and interest in and to the Recording to BID. I hereby provide BID consent to display and provide the above Recording and related presentation materials via the BID website and/or virtual platform, including:
 - The video and audio Recording of my presentation,
 - the use of my name and/or image in photos, video, internet transmission or other media in connection with promoting the presentation and the conference.
- I also grant BID and its successors, assigns, and licensees a royalty-free and unlimited license to broadcast, display, reproduce, edit, exhibit, and distribute the Recording, any and all written or verbal material I submit as part of my presentation ("materials"), and any derivative works created from or with it, over television, cable, the Internet, by creating CDs or DVDs, or by any other communication medium. BID also retains the right, at its sole discretion, to choose whether to archive the footage of the Recording, and whether to use it for any other purpose. I acknowledge that in accordance with the license provided herein BID has the right to display and provide the Recording and materials via the BID website.
- I give permission to BID to use the Recording, my name, likeness, voice, and biographical information and any other information about me in connection with the advertising, promotion and public relation efforts relating to the presentation and the conference in any and all media, now known or hereafter created without any compensation to me.



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- If I do not want to have my presentation posted by BID on social media or other websites and platforms during or after the conference, I agree to notify BID in writing no later than October 11, 2023. I also agree to make an announcement to participants at the beginning of my presentation. I understand I may also add the request to my presentation material submitted to BID.

Representations

I warrant and represent to BID that:

- my presentation and materials are my original work, factually accurate, and contains nothing libelous or otherwise unlawful;
- I am the sole owner of every aspect of my presentation and my materials, or if my presentation or my materials require permission, including, but not limited to, pictures, clip art, songs, sounds, video, and written/printed content, I have obtained a written permission or license from the copyright proprietor the presentation and materials will not infringe on the rights of others, and that I have full power to grant the licenses and enter into this agreement; and
- before submitting my presentation, I will de-identify (remove) personal data/information/images in any form (written, audio, visual, video, or other) that could identify a person who has not explicitly consented to that person's personal data/information/image being included in my presentation or my materials and I understand that this may require deleting, masking, blurring, pixelating, distorting, cropping, or modifying the data in other ways.

Conference Registration

- I will receive one complimentary registration to the BID conference. I agree to coordinate with BID, to register for the conference and comply with the BID's Terms and Conditions of conference Participation.
- I understand registrations are only transferable in the event that a Speaker who can no longer participate identifies a replacement Speaker who is approved by the Program Committee.

Compensation

- I understand and agree that I am not entitled to any compensation or revenue from BID in connection with my participation unless previously discussed and agreed upon in writing at the BID conference or with the display of the Recording.
- I understand and agree that I am not entitled to any compensation or revenue from BID in connection with the display of the Recording.
- I understand and agree that any expenses incurred to participate in this presentation are my responsibility and I will not be reimbursed by BID unless previously discussed and agreed upon in writing.



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Content and Presentation Guidelines

- I understand that the views and opinions expressed at the conference will be mine and not those of BID. I further understand and agree to abide by the following guidelines about presenting at the BID conference.
- I agree and affirm that I have read and accept BID's Non-Discrimination Policy and as a Speaker will refrain from statements or offensive humor, which would disparage the dignity of any individual or group.
- I understand that failure to comply with this agreement and/or to adhere to these guidelines will result in their being removed from the schedule and ineligibility to apply for participating as Speaker at future BID event.

Code of Conduct, Policies and Terms and Conditions

- I agree to comply with the BID's conference Conduct and Safety: Code of Conduct found at <https://breakitdownchicago.org/terms-and-conditions>
- I agree to follow all BID policies and instructions upon agreement and while participating at the BID conference found at: <https://breakitdownchicago.org/terms-and-conditions> .
- Individuals who violate these policies and terms and conditions may not be invited to speak at future BID conferences.

Cancellation

BID shall have the right to cancel the presentation or conference and terminate this agreement with Speaker at any time and for any reason, effective immediately, on written notice to the Speaker.

Force Majeure and Indemnification

- I understand that if the presentation or the conference is prevented due to acts of God, government restrictions, flood, fire, earthquake, epidemics, shortage of adequate power or transportation facilities, embargoes, war, invasion, hostilities, riots or other civil unrest, strikes, labor stoppages or slowdowns, or other industrial disturbances, or any other cause beyond the reasonable control of myself or BID which makes it impracticable, illegal, or impossible to hold the presentation or conference, either myself or BID shall not be responsible to the other party for failure or delay in performance of its obligations to conduct the presentation or the conference. Either party will immediately notify the other if the presentation or conference cannot move forward as planned.
- I agree to indemnify, hold harmless, and defend BID from and against any losses, liabilities, damages, costs, and expenses, including reasonable attorneys' fees and all other costs of defense, arising out of any third-party claim or threatened claim against BID arising out of any actual or alleged breach of the representations or warranties made by me.