



I.C.E. Exchange Agree to Present

The goal of the I.C.E. Exchange is to encourage open dialogue and the exchange of ideas and opinions.

As the Session Submitter (Main Contact), we ask you to review and agree to the following.

1. Share with all speakers acceptance of your session, and confirm they agree to present the session in-person.
2. Share with all speakers they will be asked and required to agree to an I.C.E. Exchange speakers agreement after agreeing to present.
3. Ensure at least one co-presenter from another organization is included for concurrent sessions presented by an Industry Partner.
4. Confirm with I.C.E. the **Session Organizer** for the Accepted Session (see below for responsibilities)

After a session is accepted, I will work with the confirmed **Session Organizer** for the accepted session. This individual will:

1. Serve as point of contact for the session, and will share with all speakers the relevant communications and instructions for presenting at the Exchange, including deadlines, conference schedule, and format updates.
2. Notify I.C.E. staff as soon as possible if any speakers are not able to attend the I.C.E. Exchange in-person.
 - a. Presenter substitutions and/or additions are requested in writing to be approved by the I.C.E. Program Committee. The committee reserves the right to help identify an appropriate primary presenter/co-presenter or reject a previously accepted session based on these changes.
3. Confirm up-to-date information for all presenters and moderators, including headshots are provided.
1. Confirm and ensure set deadlines are met:
 - a. Friday, May 26: Review and agree to the Speaker Policy and Agreement;
 - b. Friday, September 8: Participate in or view orientation webinar;
 - c. Friday, October 6: Register for the I.C.E. Exchange, and submit to I.C.E. presentations on the I.C.E. PowerPoint template, and any handouts/worksheet/resource materials you would like posted on the mobile app.

Speaker Registration & Housing

- **All speakers must register and pay for the Exchange by Friday, October 6, 2023.** All speakers are will receive the early-bird member rate as the discounted speaker rate of \$865. I.C.E. staff will provide a discount code if needed. Please note that speaker registration is not complimentary for the I.C.E. Exchange and pre-registration is required.
- Speakers are responsible for making their own hotel arrangements. **After registering, you will receive information on how to book your hotel stay in the registration email confirmation.**

By agreeing to this, you confirm you have communicated all relevant information to session speakers and will present your session at the 2023 I.C.E. Exchange.

I read the above information, confirm I communicated all relevant information to session speakers and will present at the 2023 I.C.E. Exchange.

I.C.E. Exchange Speaker's Agreement

The I.C.E. Exchange Speaker's Agreement is designed to ensure any presentation given at an I.C.E. sponsored event effectively aligns with the mission and goals of I.C.E. and encourages open dialogue and the exchange of ideas and opinions. Failure to adhere to this policy could adversely impact whether the speaker(s) is invited back for future I.C.E. presentations.

Your participation as a speaker at an I.C.E. event requires your agreement and acceptance to the following terms, expectations & information.

Speaker Registration & Housing

- **All speakers must register and pay for the Exchange by Friday, October 6, 2023.** All speakers are will receive the early-bird member rate as the discounted speaker rate of \$865. I.C.E. staff will provide a discount code if needed. Please note that speaker registration is not complimentary for the I.C.E. Exchange and pre-registration is required.
- Speakers are responsible for making their own hotel arrangements. **After registering, you will receive information on how to book your hotel stay in the registration email confirmation**

Session Organizer

The Session Organizer will serve as the primary point of contact for your session, sharing information with I.C.E. staff and coordinating your session.

Deadlines and Deliverables

- All speakers agree to meet all deadlines and deliverables:

Deadlines and Deliverables

All speakers agree to meet all deadlines and deliverables:

- Friday, May 26: Review and agree to the Speaker Policy and Agreement;
- Friday, September 8: Participate in or view orientation webinar;
- Friday, October 6: Register for the I.C.E. Exchange, and submit to I.C.E. presentations on the I.C.E. PowerPoint template, and any handouts/worksheet/resource materials you would like posted on the mobile app.

This Agreement is in effect until completion of the session presentation(s) by speakers.

Agreements

- Fulfill your obligation to conduct the I.C.E. Exchange session on the final scheduled day and time. If a conflict comes up, we will email I.C.E. staff immediately with any requests. Cancellation may preclude future invitations to submit.
- Arrive to the session prepared to present content as appropriate for the format (in-person and/or virtual).
- Use the I.C.E. Exchange PowerPoint template to design and deliver the session presentation.
- Refrain from referencing specific product solutions or services before, during, or after the session: PowerPoint presentations and handouts shall not be product branded, but will use the approved I.C.E. Exchange template; case studies will focus on critical decision points, applied theory, the identification process for practical solutions and method of delivery – not on the use of a specific product or service to meet or achieve these results; if a specific product or service will be referenced in your presentation, a disclosure will be necessary in the first slide of the PowerPoint.
- Refrain from language that might be considered marketing of businesses with which you have a relationship or profit from.
- Present the session in an engaging manner that considers the adult learning environment.



- Agree to provide hard copies of session materials, if needed (I.C.E. will publish presentation materials and handouts to the I.C.E. Exchange mobile app and/or any other platforms where we host content).
- Understand the views and opinions expressed during the presentation are the speakers' and should not be presented as those of I.C.E. The I.C.E. Exchange is an educational event created to serve the best interest of the attendees.

Mutual Hold Harmless Clause

Each party shall defend any third party claim against the other party arising from the death of or physical injury to any person or damage to the indemnified party's property or other breach of this agreement to the extent proximately caused by the negligence of the indemnifying party or its agents or employees, and indemnify and hold harmless the other party and its respective officers, directors, employees and volunteers from and against damages, liabilities and reasonable costs and expenses, including reasonable legal fees incurred in connection therewith.

I.C.E. Exchange Speaker Content Agreement

As a speaker of the 2023 I.C.E. Exchange, I agree to:

- grant I.C.E. permission to video and/or audio record the session in part or in whole for reference materials and/or other educational purposes.
- extend I.C.E. the rights to publish presentation highlights on the I.C.E. website and in printed or electronic promotional material.
- grant I.C.E. the right to distribute and/or make public program materials from your presentation, in PDF format, to the membership and/or the general public.

I confirm all materials and content presented do not infringe or violate any copyright, trademark, patent or intellectual property rights of any person or entity.