



## Speaker Letter of Agreement

Program Title: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Speaker: \_\_\_\_\_

### 1. Dates & Deadlines

All speakers are encouraged to adhere to the dates and deadlines set in this schedule!  
Set reminders to help yourself remember when specific items are due.

- Accept the terms of this agreement by signing and returning this form **by Friday, April 7, 2023**
- [Register](#) yourself as a speaker and receive a 25% discount – USE code: SPEAKER-MYM
  - Speakers only planning to attend their session should contact [education@tma.us](mailto:education@tma.us) to confirm – there is no fee to participate
  - Speakers will receive a discount whether they plan to attend one or multiple days
- Due diligence in making yourself available to prepare content, schedule and attend one practice and one recording session (if necessary) of your presentation **by Friday, April 14, 2023**
- Attend and participate on the date and time of your session(s) for live discussion and Q&A

### 2. Start Engaging Now on social media

Tell your friends and colleagues you are attending! Refer to your [Social Media Guide](#) and use your “I’m Speaking” banner in general communications.

### 3. Technology

Early preparation in testing equipment (computer, camera, microphone, internet connection) for live virtual event. **We prefer the use of hard-wired internet connection for the day of the recording and of the live portion of the presentation.** Check out our [Speaker Guidelines for Virtual Meetings](#).

### 4. Evaluation

To help us better serve members, we ask all attendees to evaluate their experience at the meeting, which includes rating each session they attend. Your individual evaluation results will be made available to you after the meeting has ended.

### 5. Copyright & Recording

- I understand and provide consent that TMA may record my presentation and make it available for review or purchase. I authorize TMA to live stream, record, reproduce, and publish my presentation(s) in whole or in part, including handouts and/or electronic presentation materials, with proper credit. I grant this permission with the understanding that the aforementioned actions are royalty free and copyright is retained by the original creator of any such materials.

- I grant to TMA a royalty-free license to record and distribute my presentations (including audio, handouts, and PowerPoint presentations) as part of TMA’s free archived offerings, with appropriate attribution to me. I understand that I retain copyright ownership of the content of my presentation, and that the grant of this license does not prohibit me from using my presentation in any way or from allowing others to use it.
- I represent and warrant that my presentations do not violate any proprietary or personal rights of others (including any copyright, trademark, and privacy rights), is factually accurate, and contains nothing defamatory or otherwise unlawful. I have the full authority to enter into this agreement and have obtained all necessary permissions or licenses from any individuals or organizations whose material is included or used in my presentation.
- Speakers may request a complimentary copy of their presentation recording with the understanding that TMA will be the sole distributor.

## 6. Code of Conduct & Rules

### [TMA Virtual Meeting Code of Conduct](#)

- I will conduct myself in a professional and civil manner and in accordance with the TMA Virtual Meeting Code of Conduct; I agree to abide by the TMA Virtual Meeting Code of Conduct.
- During my presentation(s), I will not engage in any type of promotional marketing or selling of any product or service. I will not disparage TMA or other TMA members in any way, whether online or in person. All presentations will be reviewed in advance by TMA.
- I authorize TMA to use my name, likeness, photograph, and biographical data in connection with the use and promotion of the program without advance approval.
- I agree to notify TMA’s VP of Education and Training immediately if an emergency should prevent me from meeting my obligations as a session speaker.

### **Speaker Agreement**

Please sign the form below to accept the terms and guidelines.

By signing this Speaker Letter of Agreement, and based on mutual consideration, I understand and agree to the above terms and conditions.

Speaker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO: [education@tma.us](mailto:education@tma.us)**

