



National Speakers Association® Presenter Agreement and Preferences Form

Thank you for volunteering to be an expert on the NSA platform! All presenters are required to complete this form so that we can:

- ▶ accurately describe and promote your presentation;
- ▶ arrange the facilities and audio-visual support you need; and
- ▶ assure that you agree and comply with NSA's presenter guidelines.

Name: _____ Date: _____

NSA Member Federation Member Non-Member

CSP CPAE CSP Candidate Other: _____

Company: _____

Address: _____

City: _____ State: _____

Telephone: (_____) _____ Fax: (_____) _____

E-mail: _____

I'm slated to present at the following meeting:

Convention Eastern Workshop Western Workshop Lab

Date: _____ Location: _____

Type of Session:

General Concurrent PEG Staff Other _____

Presentation Title:

We suggest a short, clever title followed by a subtitle that explains the benefit of the session.

Description of Session:

Tell attendees what they will learn in 40 words or less. Your colleagues will expect you to deliver what you promise, so be sure your session matches your description!

Audio-Visual Orders

Please indicate the items you will need for your presentation. We'll verify your order several weeks prior to your presentation. NSA generally orders A/V from an independent production company rather than the hotel. **A/V is ordered at least one month in advance of the meeting. Presenters must cover the charges associated with A/V changes after the order is placed.**

<input type="checkbox"/> No A/V Required	<input type="checkbox"/> VCR with Monitor	<input type="checkbox"/> Other: _____
<input type="checkbox"/> 35mm Slide Projector	<input type="checkbox"/> Table Microphone*	
Overhead Projector with Screen	<input type="checkbox"/> Handheld Microphone*	
<input type="checkbox"/> Opaque <input type="checkbox"/> Transparent	<input type="checkbox"/> Lavalier Microphone*	
<input type="checkbox"/> LCD Projector with Screen	<input type="checkbox"/> Stand Microphone*	
Is your program formatted for	<input type="checkbox"/> Lectern Microphone*	
<input type="checkbox"/> PC <input type="checkbox"/> Mac <input type="checkbox"/> Other _____		

*Note: All microphones will have cords.

Initial _____ I understand that I must pay for any changes in my A/V order after the order has been placed by NSA.

Room Set-Up Orders

- 6' Table Flipchart with Markers Lectern
 Cocktail Table Wheelchair Ramp Other: _____



Do you have a preference for how your equipment is placed in the room?

- No If yes, please describe _____

Who will be your introducer?

Name _____

NSA Presenter Guidelines

I understand and agree that as an NSA presenter, I must:

Initial ___ Register and pay to attend the meeting
(Note: If you are coming to the meeting only for your presentation, you can register and pay for that day only. There are no half-day or individual session registrations.)

Initial ___ Provide and distribute my own handouts

Initial ___ Refrain from mentioning, selling or promoting any products or services that would result in financial gain for me or my companies unless I have the express permission from the Workshop/Convention Chair. Products and services include, but aren't limited to, books, tapes, coaching, consulting, special reports, boot camps, CDs, teleseminars, webinars and subscriptions. If you are doing a session that is specifically designed to discuss the development and/or sales of products or services, you are allowed to use your products, services and techniques as examples.

Initial ___ Not discuss fees or fee ranges during my presentation

Initial ___ Honor NSA's Code of Professional Ethics

Initial ___ Not receive speaking fees or expense reimbursement from NSA

Initial ___ Not receive royalties or other compensation in connection with any sale or use of products

Taping Release

Initial ___ I authorize NSA to electronically record, in any form, my presentation. I understand that electronic reproduction will be performed through NSA's official recording company only. NSA must approve all video and other electronic recordings. I will make arrangements with the on-site recording company within one hour after my presentation if any editing is required. I authorize NSA to market, sell and promote the presentation, in any form, to NSA members and non-members. I understand I retain the right to use the electronic recording(s) for any purpose except for sale and marketing directly to NSA members. NSA retains the right to ownership of the master recordings. This taping release does not prohibit the presenter from retaining ownership of the content of the material recorded.

Pre-recorded Music

I am planning to use pre-recorded music in my presentation.

Initial ___ I understand I must obtain written permission by the music publisher and recording label and that if I do not provide written documentation of this to NSA at least two weeks prior to the meeting, my session may not be recorded.

Intellectual Property

Initial ___ I understand I must get expressed written permission to use intellectual property such as photographs, videos, cartoons, articles, etc.

I have read and agree to abide by the National Speakers Association Presenter Guidelines.

Signature _____ Date _____

Thank you for volunteering to present on the NSA platform! Please assure that you have signed and initialed all appropriate areas and mail or fax this form to:

NSA Presenter Agreement and Preferences
National Speakers Association
1500 South Priest Drive
Tempe, AZ 85281
Fax: 480-968-0911