



INTERNATIONAL ASSOCIATION of **ASSESSING OFFICERS**

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International Conference on Assessment Administration

Chicago, Illinois – August 29 – September 1, 2021

Presenter Letter of Agreement

*(*This form is required for submission of a presentation for consideration by the Conference Committee.)*

1. I agree to comply with all program-related deadlines provided to me by IAAO, including but not limited to deadlines for A/V requests, digital recording requests, biography submission, and full presentation.
2. During my presentation, I will not engage in any type of promotional marketing or selling of any product or service, and I will not disparage IAAO in any way. *Product/service promotion is acceptable for presentations accepted in the Exhibitor Solutions track.
3. I agree to notify IAAO's Special Project Manager immediately in the event that an emergency should prevent me from meeting my obligations as a presenter. This would apply to both recording the presentation and the related live Q&A and / or an on-site presentation.
4. I grant to IAAO a royalty-free license to use, reproduce, distribute and sell my presentation (including all handouts and PowerPoint presentations) in any way in the future, with appropriate attribution to me. I understand that this license does not change the fact that I retain copyright ownership of my presentation and does not prohibit me from using my presentation in any way or from allowing others to use it.
5. I agree to use the PowerPoint and handout templates and logos provided to me by IAAO for any PowerPoint presentation and/or handouts I may utilize in connection with the program, and I agree not to use these templates and logos in any way except in connection with this or other IAAO programs.
6. To the best of my knowledge, my presentation does 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.
7. I authorize IAAO to use my name, likeness, photograph, and biographical data in connection with the use and promotion of the program.
8. I give my consent for IAAO and their platform to record my presentation. Or, if requested, I will record my presentation and provide to IAAO as an MP4 file for their platform to load for the conference. I understand that IAAO is the sole copyright owner of the recording and can distribute and sell it, along with any supporting materials. In the event that IAAO should record my presentation and upon my request, IAAO will provide me with one complimentary copy of the recording, which I may use for my personal, archival use (which use includes posting the recording on my website or using the recording in my marketing materials); however, I agree not to sell, distribute, or otherwise use the recording in any other way, except with the prior written consent of IAAO. I understand that any other recording of my presentation is expressly prohibited. Please note that requests are required within 30 days of the presentation.
9. I will be responsible for all expenses that I incur. I understand that I will not receive any royalties, honoraria, reimbursement of expenses, or other compensation from IAAO in connection with the program or the rights granted above.

By including my name below, I accept this Presenter Letter of Agreement, and based on mutual consideration, I understand and agree to the above terms and conditions.