****

**Speaker Application**

**Section I**

**Presenter Name:**

**Title:**

**Company:**

**Phone: Email:**

**Website:**

**Social Media:**

Facebook

Twitter

Instagram

**What materials do you need to deliver this content (PPT setup, sound equipment, white board, special seating arrangements, etc.)?**

**How would you describe yourself? Please select all that apply:**

* Social media influencer/blogger
* Author
* I own a company
* Work directly for a company
* I'm a consultant
* Accredited professional in my given expertise
* Other (please explain)

**Track:**

* Entrepreneurship, Startups
* Running the Business (HR, Accounting, etc.)
* Marketing and Promotion
* Leadership and Professional Development

**Level of Session Expertise:**

* 101) The aspiring or new entrepreneur or business owner
* 201) The well-established entrepreneur and business owner
* 301) A focused/niched specialty topic

**Estimated Length of Session**

* 15 – 20 (Campfire Session – No AV Available)
* 30 min
* 45 min
* 50 min
* White-Paper (no presentation)

**What is the best format for this content?**

* Lecture
* Interactive session / Workshop
* Roundtable session
* Panel presentation

**Section II**

**Title of Session or Panel**

**Target Audience**

**Full Description of Session or Panel:**

**Short Description (how you would like it to appear on the agenda and/or website. This will be used for marketing materials so please keep short and concise.**

**Three Learning Objectives (What are the takeaways that the audience will get from your session)**

**What specific qualifications, education and/or certifications do you have to lead this session?**

**What is your unique value-add? Why are you the best person to lead this session?**

**Section III**

**Past Speaking Experiences** (link to online videos or summaries/reviews/ of previous speaking engagements is a plus.)

**What is the largest number of people you've spoken in front of (n/a if this would be your first event)?**

**Brief Bio**

**Section IV**

**Please attach:**

* **Examples of Hand Outs or reference materials**
* **Supplemental Materials** (Link to any books or articles you have written, relevant to your proposed speaking topic)
* **Headshot (JPEG)**

**\_\_\_\_\_\_\_I agree to provide an electronic copy of the presentation (PPT deck) no later than**

**Wednesday, July 10, 2019.**

**\_\_\_\_\_\_\_I acknowledge that I have read and agree to the speaker terms & conditions (attached).**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name**

**Speaker Agreement Terms & Conditions**

Sharing your professional experience provides quality exposure for you and your company while creating an unprecedented learning opportunity for attendees. Please review the following terms and conditions and accept them in the Speaker Application.

If Selected:

1. You agree to present at the 2019 B2B Expo & Conference. The exact time and breakout room for your presentation will be shared in your acceptance letter.
2. You agree to meet the following deadlines for the 2019 B2B Expo & Conference:
	1. Confirmation of Acceptance to participate by \_\_\_\_\_\_
	2. Registration will open to the public on \_\_\_\_\_\_\_\_\_\_
	3. Final changes to Title, description or learning objectives no later than \_\_\_\_\_\_\_\_
	4. Submission of final slides and handouts for approval Wednesday July 10, 2019.
	5. Final Submission of White Papers no later than Wednesday July 10, 2019.
	6. Speaker Orientation takes place at the Greater Gainesville Chamber on July 12, 2019.
3. You agree to author a presentation and represent that you own all rights in the presentation or that the content is in the public domain, free of all claims, liens an encumbrance and you have full power to execute this Agreement. You agree to obtain any permission or clearance of the presentation at the conference by your employer, the owner of the presentation content or any other necessary organization or individual prior to submitting the presentation to the Greater Gainesville Chamber of Commerce.
4. If your presentation is a work-for-hire or is based on your work with another company, you agree that you are the sole author(s) and that the owner of the presentation content (the company cited in the presentation) has granted written permission for this content to be presented and distributed at the conference.
5. You represent that the presentation does not infringe the statutory copyright or common law literary rights of others or violate the rights of privacy or libel with other persons or otherwise violate any other intellectual property rights. If the presentation contains copyrighted material owned by a third party, you agree to obtain written permission from the copywrite owner to use the copyrighted material in the presentation. Written permission must be shared with the Greater Gainesville Chamber no later than 8 weeks prior to the conference.
6. You agree to indemnify and hold harmless the Greater Gainesville Chamber of Commerce, it’s staff, volunteers, partners, and contractors in any action arising out of facts which constitute a breach of the aforementioned representations and warranties and hold them harmless for any and all third party claims, damages, liabilities, costs, charges and expenses including reasonable attorneys’ fees arising or the any breach of the aforementioned representations and warranties or relating to the content of the presentation . This clause does not apply to the United States of America, and officers, employees, agents and other personnel to the extent the preceding terms and conditions are prohibited by federal law.
7. You grant the Greater Gainesville Chamber of Commerce the rights to include your presentation content in the conference proceedings in hardcopy and/or electronic format. A copy of your slide presentation (or other presentation program may be made available for download by registered conference participants both prior to and after the conference. The GGCC may also allow its members to access your presentation. Your session may be recorded and made available to Conference participants, GGCC members or the general public either at no additional cost or for free. GGCC may use any recordings or portions of your presentation for advertising and marketing purposes of future conferences.
8. You agree that your presentation will not disparage any other methodologies or bodies of work and will conduct yourself in a professional, ethical fashion.
9. GGCC will provide (1) one complimentary registration to the conference and expo to the speaker. If you have a co-speaker or a panel that you submit at the time of application, they will receive a discounted rate. You must use the code provided in your acceptance letter when you register.
10. You agree to ensure that your education session is a Sales-Free Zone. Unless specifically designated, this is a non-commercial forum.
11. Non-Discriminatory Presentation Guidelines: Presenters must refrain from overt statements or offensive humor, which would disparage the dignity of any individual or group. Following are some non-discriminatory presentation guidelines:
	1. Use non- discriminatory words in verbal and written communications.
	2. Review your material and substitute asexual words such as sales representatives or sales person instead of salesman. Refrain from using labels (e.g. referring to woman as “girls”). Eliminate sexist language in your handouts (i.e. replace gender specific pronouns with gender neutral ones or reword sentences or phrases.
	3. If you encourage audience participation, acknowledge and give equal opportunity for contribution
	4. Do not use discriminatory joes (e.g. belittling a person’s sex, race, or age or perpetuating a stereotype).
	5. Introduce panel members in a non-sexist manner. Ask panelists how they wish to be presented. Avoid references to personal/physical attributes. Acknowledge professional positions, skills, and contributions to the industry.
	6. Avoid visual aids that show people in stereotypical roles. Regardless of sex, race, age groups, etc. Present individuals without bias. Do use images that are inclusive and diverse.

**Failure to comply with this agreement and/or adhere to these dates and deadlines may result in being removed from the program/agenda.**

Failure to comply could result in a speaker from the waiting list being moved into your program slot. If this happens the GGCC will not reimburse any flight, travel, reservation, or preparation expenses. If you were the primary speakers and your registration was complimentary, your registration will be cancelled.

By participating in the application process, you certify that you are agreeing to all of the items outlined in this agreement.