



NASHVILLE, TENNESSEE

Thank you for your interest in presenting at the I.C.E. Exchange. **I.C.E. will host our annual conference in-person in Nashville, TN.** If you have any questions about any information included below, you can contact I.C.E. Staff at speakers@credentialingexcellence.org.

I.C.E. Speaker Policy and Agreement

This Speaker Policy and Agreement is designed to ensure that 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.

To confirm your participation as a speaker, please complete the online form to indicate you accept and agree to the terms of this agreement.

<https://www.surveymonkey.com/r/21ExchangeSpeaker>

I.C.E. cannot promote your participation until the online form has been completed.

Speaker Registration & Housing

All speakers must register and pay for the Exchange by Friday, November 5, 2021. A discounted speaker rate of \$795 is available with this code: **2021SPK**. Please note that speaker registration is not complimentary for the I.C.E. Exchange and pre-registration is required. After registering, you will receive information on how to book your hotel stay in the registration email confirmation. Speakers are also responsible for making their own hotel arrangements.

The Session Submitter is requested to serve as the primary point of contact for your session. We ask you to agree to ensure the following:

1. Share with all speakers acceptance of your session, confirm they agree to present the session in-person, and share the agreement information.
2. Accept approval of the session to agree to speak at the conference. By accepting approval of your 2021 I.C.E. Exchange session, the session submitter agrees to serve in this role, effective the date of acceptance.
3. Notify I.C.E. staff as soon as possible if any speakers are not able to attend the I.C.E. Exchange in-person.

4. Share with all speakers the relevant communications and instructions for presenting at the Exchange, including deadlines, conference schedule, and format updates.
5. 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.
6. Up-to-date information on all presenters and headshots are provided for the presenter directory.
7. The session submitter and presenters agree to meet set deadlines (included below).

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

Session Presentation

All speakers agree to the following:

- Upon acceptance, fulfill your obligation to conduct the I.C.E. Exchange session on the final scheduled day and time.
 - If a conflict comes up, the speakers will email I.C.E. staff immediately with any requests. Cancellation may preclude future invitations to submit.
- Are prepared to present their content in either or both an in-person and virtual format.
- 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.
- Include at least one co-presenter from another organization for concurrent sessions presented by an Industry Partner.
- Confirm all materials and content presented do not infringe or violate any copyright, trademark, patent or intellectual property rights of any person or entity.
- Present the session in an engaging manner that considers the adult learning environment.
- 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. If the speakers want to provide hard copies, they will print and bring them to their session.
- Speakers understand the views and opinions expressed during the presentation are theirs 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.

Use of Program Materials

- 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.
- Agree to extend I.C.E. the rights to publish presentation highlights on the I.C.E. website and in printed or electronic promotional material.
- Agree to 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.

Deadlines and Deliverables

- Meet all deadlines and deliverables as outlined below:

Deadline	Tasks
Wednesday, June 16	<ul style="list-style-type: none">• Review and agree to I.C.E. speaker's policy and agreement.• Review and confirm session title, description, and speaker information.• Confirm acceptance of this invitation with the session submitter and I.C.E.
Friday, September 3	<ul style="list-style-type: none">• Participate in or view orientation webinar
Friday, November 5	<ul style="list-style-type: none">• Register for the I.C.E. Exchange using the speakers code: 2021SPK• Submit to I.C.E. (1) your presentation on the I.C.E. PowerPoint template, and (2) any handouts/worksheet/resource materials you would like posted on the mobile app

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.