



SEATTLE • OCTOBER 9-14, 2023

The Future of TECH

TECHNOLOGY • ENVIRONMENT • CULTURAL HERITAGE



Speaker Agreement – Concurrent Paper Sessions

Thank you for agreeing to present your work and research as part of the APT Seattle 2023 Conference. Please read this agreement carefully as it pertains to requirements for presenting at the conference, fulfilling Continuing Education credit program requirements, Media Consent and Waiver, and Publication Release for online publication of your image and your work.

General Requirements

Speakers must sign and return this agreement by the deadline presented in the acceptance notification. In addition, speakers shall:

1. Cooperate fully with the conference planners, session chair and other speakers in their assigned session to develop a cohesive, logical, and organized group of presentations.
2. Meet deadlines for submissions (group or individual) indicated in acceptance, including participation in any organizing meetings or discussions arranged by the session chair to meet those deadlines.
3. Register for the conference by the close of early registration at the speaker rate. This registration is non-refundable. In the event that a speaker cannot fulfill this agreement, notify the session chair immediately, indicating the reason. Speakers have the option of transferring their registration to a designated alternate speaker. APT shall have final approval of alternate speakers.
4. Failure to fulfill the requirements of the agreement may result in APT rescinding acceptance and refusal to consider future abstracts submitted by the speaker.

Continuing Education Reporting Agency Requirements

APT is a registered American Institute of Architects (AIA) and a Registered Continuing Education Program (RCEP) continuing education provider. As a condition of offering credits, all conference speakers and facilitators (as participants in providing continuing education) must review and sign the speaker agreement. Your presentation is part of a coordinated event submitted for review by AIA and RCEP well in advance of the conference.

AIA PROVIDER # G066 | RCEP PROVIDER # 128787

This speaker agreement is designed to maintain the highest quality of educational standards.

The benefits of a speaker agreement include:

- The speaker's personal and professional reputation as a resource for quality education and information will be maintained.
- The Provider organization will be recognized as an excellent, unbiased source of education for architects.
- The AIA CES Provider Network will support practice needs and maintain its stature and credibility with State Licensing Boards as primary source for mandatory continuing education (MCE) for the architecture profession.
- Architects and Engineers will continue to receive the quality education they have come to expect from AIA CES Registered Programs and RCEP Education Providers.

To ensure these benefits are accomplished, I agree to:

- Deliver the registered course, as approved by AIA CES and the RCEP, without endorsement, bias, marketing or sales orientation.

- Ensure that company logos, product name, and branding are limited to the first and last slides only of any presentation. Recognize that any information and handouts distributed are done with the intent to reinforce the learning objectives.
- Strive to make presentation and materials as accurate, appropriate, and interesting as possible within the timeframe for which the course was registered.
- Ensure that the Quality Assurance slides are included and reviewed with participants during all PowerPoint presentations. If not a PowerPoint, quality assurance statement, course description, and learning objectives must be included in course materials/handouts and reviewed with participants orally.
- Speakers will abide by the Ethics of the AIA CES Registered Provider System and RCEP Education Provider System.
- Be competent, capable, and prepared to teach the approved continuing education program.
- Skillfully use appropriate instructional methods and technology.
- Keep current on the topics, technologies, practices, materials, etc., covered by the learning program.
- Deliver AIA and RCEP approved continuing education programs in a manner consistent with the quality and content standards of the AIA and RCEP without endorsement, bias, marketing, or sales orientation in accordance with the learning objectives reviewed and approved by AIA CES and the RCEP Provider System.
- Provide only information and handouts germane to the educational content of the course and intended to reinforce stated learning objectives.
- Defer product-specific and propriety questions for discussion either before the program has started or after the program has formally concluded.
- Deliver accurate, appropriate, and interesting presentations and materials utilizing sound learning practices.
- Notify the provider when corrections to program materials are needed.
- Ensure that significant features of the program (as described in the AIA Standards for Continuing Education Programs) have been communicated to participants in advance of the course.
- Comply with all AIA and RCEP standards and ethics for continuing education programs.

For more information about continuing education programs:

AIA: <https://www.aia.org/pages/3276-continuing-education-provider-toolkit>

RCEP: <https://www.rcep.net/Education-Providers/Overview-1111.htm>

Adult Waiver / Media Consent

I hereby acknowledge that any images obtained from secondary sources have been authorized by the owner and has met all copyright requirements for these images. As well, I authorize any images or video footage taken of myself, in whole or in part, individually or in conjunction with other images and video footage, to be displayed on the APT Seattle 2023 Conference Website and other official channels, and to be used for media purposes including promotional presentations and marketing campaigns. I also authorize any media material created by myself within the presentation. And I authorize APT to publish (electronically or in print format) my abstract in conference proceedings.

I waive rights to privacy and compensation, which I may have in connection with such use of my name and likeness, including rights to be written copy that may be created in connection with video production, editing and promotion therewith.

PowerPoint and PDF Presentation Publication Release Form

The undersigned hereby represents and warrants that the work is original and that he/she is the author of the work, except possibly for material such as text passages, figures, and data that clearly identify the original source, with permission notices from the copyright owners where required. The undersigned represents that he/she has the power and authority to make and execute this assignment.

The author retains all rights to this material.

Your signature below indicates that you have read, understand, and agree to abide by the full terms listed above.

Presentation Name:

Presenter Name:

Presenter Title:

Date: