

DRIVING DIGITAL TRANSFORMATION

2019
EWF
NATIONAL
CONFERENCE

OCTOBER 15 - 17, 2019 | #EWFUSA19
HYATT REGENCY | SCOTTSDALE, AZ

Dear EWF 2019 Presenter,

Your support of the Executive Women's Forum is greatly appreciated. There are just a few more fine details for your review before we post your information up to the official program agenda at <http://conference.ewf-usa.com>.

Terms and Conditions

By reading through this document and signing below, you as the speaker agree with the Executive Women's Forum (EWF) to provide a suitable contribution to the 17th Annual National Conference; to submit your presentation slides/supporting materials; and to present your work as part of a session.

The 17th Annual EWF National Conference is scheduled to take place October 15-17, 2019 at the Hyatt Regency, 7500 E. Doubletree Ranch Road, Scottsdale, Arizona 85258.

Speaker Information

[A] Presentation Information:

- Name of Presentation: _____

[B] Speaker Information (as you wish to see it published to the web):

- Speaker Name: _____
- Job Title: _____
- Organization: _____

[C] Speaker Category:

- Presentation Category: _____
- Date & Duration: _____

[D] Guidelines & Assumptions

1. As a speaker, you grant to EWF the following rights in connection with your presentation:
 - a. Worldwide publication rights and the non-exclusive, worldwide, irrevocable right to publish, reproduce, distribute, display, edit, modify, translate, adapt, create derivative works of and otherwise make available the slides and the presentation to EWF Members and EWF Corporate Benefactors, in any and all media, whether now existing or later devised;
 - b. the right to reproduce the presentation (always appropriately credited to you as the speaker and author) in any EWF compilation or educational publication;
 - c. the right to record your presentation and the accompanying slides/illustrative materials by photographic, audio and/or video or other media for EWF archival purposes and streaming on EWF websites and EWF social media outlets;

2. Speaker represents and warrants to EWF that all of the work furnished by speaker as part of the presentation (i) will be original and accurate and (ii) will not infringe or violate the rights of any person or entity or contain unlawful matters. You as a speaker further represents and warrants that she (a) will be the creator of all the work; (b) will obtain all third-party permissions necessary for the use of all work and will duly credit any source material incorporated into the work.

You as the speaker will be appropriately credited if your presentation is included in any compilation or recording of the conference.

If for any reason, you are unable to speak at the national conference, you will notify EWF immediately and will use your best efforts to provide a technically competent replacement speaker acceptable to the EWF content chairs and Executive Director. Additionally, if you are unable to speak at your scheduled day and time, you acknowledge that the EWF will first seek a replacement speaker or alternate topic before re-scheduling you.

3. Speaker acknowledges that EWF has the right to cancel the event, change the dates on which it is held and/or change the program to change the dates of speaker's participation and/or eliminate her participation altogether. If EWF cancels the Event, EWF shall not be liable for any expenses incurred by the speaker for travel arrangements.

[E] Important Deadlines

Task	Deliverable	Due Date
[]	Initial 30-minute planning call with EWF Program Chair to define talking points.	August 02, 2019
[]	Submit high resolution headshot to conference@ewf-usa.com	July 26, 2019
[]	Submit a brief (1-2 paragraph) bio to conference@ewf-usa.com	July 26, 2019
[]	Register for the conference at https://www.ewf-usa.com/event/2019 . Select the Speaker Rate to receive a discounted registration of \$995. <i>You do not need to be a member to register for the event.</i>	August 30, 2019
[]	Download the official EWF slide template here: http://conference.ewf-usa.com/speaker-resources.html	Prior to slide submission
[]	Submit your final slide deck for review to conference@ewf-usa.com . If the file is too large to transmit over email, please send via a file transfer service. <i>If we do not receive your slides by this date, the EWF has the right to cancel your presentation.</i>	September 16, 2019

[F] Your Emergency Contact Information

Your Mobile Phone Number: _____

Your Best Contact Email: _____

Emergency Contact Name: _____

Emergency Contact Relation: _____

Emergency Contact Best Phone Number: _____

Emergency Contact Best Contact Email: _____

[G] Agreement

Please sign, scan, and email a copy to conference@ewf-usa.com. Thank you for your cooperation and we look forward to your participation at the 17th Annual EWF National Conference!

FOR SPEAKER

Sign: _____

Print: _____

Date: _____