

## VLR EDUCATION PRESENTATION TERMS AND CONDITIONS

We understand that the success of VLR's educational seminars is largely due to the interest and willingness of presenters like you. We are pleased that you are submitting a program idea for consideration and have developed guidelines to ensure that participants will receive the maximum benefit from our programs.

1. Educational seminar presentations are given voluntarily. **VLR does not pay speakers, nor does it pay to reimburse travel expenses of program speakers**, but those expenses may be sponsored at the presenter's effort.
2. Although all proposals will be considered, the following criteria shall be used in selecting speakers: speaker experience, knowledge, and reputation. Preference will be given to active CAI members and those who have submitted proposals that best relate to current issues in the community association industry. No more than two speakers from a company, firm or community association shall be selected for any one program.
3. All final seminar presentation materials must be submitted in the form of a PowerPoint within a VLR template. Each presentation must be received at least two weeks prior to the scheduled course so that it can be reviewed for content. Take-away handouts are encouraged but not required. Presenters are permitted to reproduce handouts on company letterhead. Handouts must be pre-approved by VLR in advance of the program. **Presenters are responsible for printing handouts, if applicable, at no expense to CAI or VLR.** Because of copyright laws, copy must be written in your own words and accompanied by your own images.
4. Acceptance of a proposal is based on the content and the instructors named at the time of submission. Any changes to content or speakers must be conveyed in writing to VLR in advance. The VLR Committee reserves the right to reassess the suitability of programing.
5. VLR programs are intended to educate program attendees. **No promotional or advertising materials that serve a commercial interest to the speakers may be used.** Presentations that market specific products and/or services will not be approved. Business cards shall only be distributed at a VLR program upon request of an attendee. Reference to brands or specific products or services shall be avoided. Complaints of a speaker's conduct shall be brought to the attention of the VLR Host Chapter's Executive Director and may be brought before the Host Chapter's Executive Committee and any action taken will be according to the Host Chapter's Policies and Procedures.
6. Presenters may sponsor the program at which they are presenting, but this does not influence the selection of speakers. **Presenters do not have approval rights over program sponsors.**
7. This signed agreement is required before an instructor may participate in a VLR educational program.
8. As part of our efforts to improve the educational experience of our seminar attendees, the VLR Committee will assign a Proctor for each presentation. Proctors are volunteers from the committee who have knowledge of or experience in the seminar topic.
  - a. Responsibilities of Proctor include:
    - i. In conjunction with the presenters, develop a timeline for delivery of the presentation materials;
    - ii. Review presentation content/guide content;
    - iii. Meet with presenters to review presentation as needed;
    - iv. Assist in determining whether additional resources are needed and help to procure as necessary;
    - v. Attend and evaluate the seminar; and

vi. Conduct post seminar interview with presenters.

If selected as an instructor, I will abide by the timeline set by VLR and meet all deadlines to the best of my ability. I understand that CAI may record my presentation and make it available for purchase. I authorize CAI to record, reproduce and publish my presentation in whole or in part with proper credit.

Name of Lead Presenter:

Signature:

Date: