Speaker Application and Guidelines Agreement

Thank you for your interest in speaking at one of our programs. All speakers interested will go through a review by the ICF San Diego Programming Board in alignment with ICF San Diego mission, guidelines, and values. ICF San Diego seeks presenters who can facilitate a highly interactive 60- to 90-minute session for our members and the greater San Diego coaching community.

In Anticipation of Your Commitment to Speak

It is an honor and a privilege to be a guest speaker at ICF San Diego. By sharing your expertise, you make a valuable contribution to the coaching profession and to the individual learning of our members and participants.

Should this opportunity be approved, the time and date windows will be provided and once agreed upon, should be considered as a commitment like any other and ensure that you are able to deliver the session by securing the support of your organization and managing your workload and clients to keep this time open. We understand that things do happen and appreciate your advance notice in the event of extreme circumstances that prevent your attendance.

If you must cancel, please let us know at least 24 hours in advance of any changes info@icf-sandiego.org and with the Programming Directors, coachsusiefraga@gmail.com and

Honoraria

ICF San Diego is a nonprofit association with a responsibility to its members to carefully manage its resources. Delivering an education session is done on a voluntary, unpaid basis. Speaker's individual travel and living expenses are at his/her own expense.

Noncommercial Policy

ICF San Diego programs are learning and networking experiences first and foremost, and as such must be noncommercial in content and delivery.

Recording

If we record your presentation, it would be available only to paid registrants who

did not attend or paid registrants who request it. Your recording will not be posted anywhere without your permission.

Speakers must:

- Avoid using brand names and endorsing specific products.
- Avoid collecting any participant data (e-mail or contact information) prior or during the event.
- Refrain from overt statements, harsh language, or pointed humor that disparages the rightful dignity and social equity of any individual or group.

Speakers may

- Use their own company logo as part of visuals (not as a selling point)
- Provide a special offering to participants
- Provide their contact information for participants to contact speaker after the event

We welcome our speakers to share their expertise with our members. We would appreciate it if the content of your presentation is focused on these areas and limits any form of direct promotion of your products and services during the presentation. At the end of the presentation, we will give you an opportunity to make an offer to connect with you, for example for a free 30-minute exploration conversation or to send their email in Chat to you to receive an emailed document. We want to make sure participation by our members is driven by their choice to connect with you.

All proposals can be emailed to info@icf-sandiego.org and should include the following:

- ❏ Title of proposed session (succinct but catchy, clearly demonstrating topic)
- ❏ Dates Available: Which month including day (3rd Wed. of the month).
- ❏ ICF Certification Level
- ❏ Overview of the session (1-2 paragraphs, linked to ICF core competencies)
- ❏ At least three takeaways or learning outcomes (preferably addressing ICF core competencies, so that we can offer ICF CCEUs)
- ❏ Presenter's biography, including credentials (1-2 paragraphs)
- ❏ 2-3 images of different sizes that could be used for promoting the session
- ❏ Will Breakout Rooms be needed? We encourage break-out groups as a way of creating an interactive experience, but they are not required.
- ❏ Will Polls be needed? Please provide if there are any poll questions you'd like us to prepare? If so, what questions? Multiple Choice or one choice?
- ❏ Questions: Do you want our producer to hold questions until a Q&A at the end or do you want the producer to allow questions in real time and in the chat?

- ❏ Slides: Please provide slides for the Participants. We will only provide that input to said participants attending the present meeting.
- ❏ Offerings for members: Please provide any offerings you may have for our members, for example, a free 45-minute session. If so, what is the offering?
- ❏ Recordings: We usually record our meetings for paid participants. Please acknowledge you are aware of that.

Please see below for a sample session proposal:

Title: Got Ethics?: How Coaches Navigate Difficult Ethical Challenges

Overview: Excellence in the coaching profession includes upholding the highest professional standards with a solid foundation of ethical behavior, and coaches are expected to continuously search for self-awareness, self-monitoring, and self-improvement.

Join us for this interactive session at which you will learn more about a variety of ethical situations that coaches have navigated and gauge how you would handle the same situation yourself. Using case studies, you will have the opportunity to explore your own personal “line in the sand” as we examine and apply the ICF Code of Ethics. You’ll leave better prepared for a variety of ethical challenges in the world of coaching.

Key Takeaways or Learning Outcomes

- Discuss coaching case studies on ethical dilemmas
- Participate in group debrief of case studies, hearing other perspectives
- Utilize the ICF Code of Ethics and practice how to apply it in coaching situations

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Initial each clause and sign the last page.

_____ **Official Language of the Event**
The official language of the Event is English. You must be prepared to present in English.

_____ **Conduct**
- Your participation in the Event is an opportunity to share information, knowledge, research, and expertise and to give back to the coaching community. Such participation is not an opportunity to showcase an individual, promote one’s business, practice or product. Sales and promotional presentations are strictly prohibited.
- Please be respectful of fellow presenters and not be disruptive of other sessions in any way.
- Please respect the ICF as the sponsoring organization through either positive or neutral comments from the platform.

Compensation Details

Honorarium details are agreed to and understood

Session Schedule

- Your session is currently scheduled for: **DATE AND TIME OF THE SESSION TO BE PROVIDED ONCE APPROVED**
- Please start and end your session on time according to schedule. All Q&A must be built into the allotted time frame.
- To ensure proper functionality and connection to the virtual platform, we ask that you arrive no later than 15 minutes prior to your session start time.

Virtual Platform or Venue Details

- Zoom is the platform used and will be sent to you once registered for the event. If in the case of a face to face engagement, information will be provided in an email from the Programming Director.

PowerPoint Presentations

- You must use ICF's branded presentation template that will be provided once approved. Promotional copy and/or company graphics are strictly prohibited; however, you are encouraged to include contact information on the final slide (name, company, address, telephone number, email and website).
- In order to ensure your materials are aligned with ICF's goals and objectives and are free from prohibited promotional or advertising information, all such materials must be reviewed and approved by the ICF.
- ICF may post your materials to the ICF website.

Handouts

- Promotional copy and/or company graphics are strictly prohibited on all handouts; however, you are encouraged to include contact information on the final page of the handout (name, company, address, telephone number, email and website).
- Handouts must be approved in writing by the ICF prior to distribution. This is to ensure the handout is free of self/company promotion or advertising and is aligned with the ICF's intent in selecting the session.

Session & Presenter Promotion

- The Event website URL will be ICF San Diego - Home (icf-sandiego.org) and the zoom meeting address will be provided upon approval.
- To promote your session, please provide ICF with the information above
- ICF will send out communications to our contacts and members promoting the EVENT and all presenters. Please feel free to also promote the series to your contacts.

Event Registration

The ICF invites you to attend any of the other sessions at the Event as well. We will register you for each of the sessions and send you this information. Please feel free to attend any or all the sessions.

Deadlines – You agree to abide and adhere to the following deadlines:

- Your acceptance of agreement due to NAME AND EMAIL
- Bios and headshot photo due to NAME AND EMAIL
- Final title/description due to NAME AND EMAIL
- Official branded PowerPoint and handout templates sent to you
- Handouts/presentations due to NAME AND EMAIL
- Approved handouts and presentations posted to ICF website (as determined by ICF)

Intellectual Property

You represent and warrant that any materials that you distribute or use in connection with the Event, except for the templates as provided by ICF, will in no way violate any intellectual property rights of any party, including copyrights or trademarks. You agree to indemnify, defend and hold harmless the ICF, its officers, directors, employees, volunteers and authorized agents from and against any and all third party claims, actions, causes of action, losses or liabilities, injuries or damages to persons or property, costs and expenses, including reasonable attorneys' fees and court costs, arising out of or related to any such violation of another party's intellectual property rights. You further warrant that all materials contained in the handouts and in your presentation were created by and are owned by you and that any materials not created or owned by you are the subject of valid written permissions obtained by you from the copyright owners. These representations and warranties on your part shall survive the termination or expiration of this Agreement for any reason.

_____ **Display of Materials, Drawings, Promotion and Selling**

You will not display or sell materials of any nature (e.g., books, manuals, flyers, DVDs, etc.) at or in connection with the BDS. You will not promote your product(s) or program(s) as part of the presentation. However, you are allowed to invite attendees to provide their contact information should they wish for additional information or follow-up (attendees however, are not required to do so)

_____ **Audio Recording / Videography**

ICF reserves the right to video, photograph, and audio record and/or broadcast all presentations for archival and promotional purposes at its sole discretion. These recordings may be also be made available to ICF members and the public, either complimentary or for a fee, as determined solely by the ICF. You authorize the ICF and its employees, volunteers and authorized agents, and its successors and assigns to make and reproduce recordings, transcripts, quotations, excerpts, reports or other copies of your presentations, handouts, slides, and audio/video associated with your appearance in the Event. ICF will provide you with a file copy of the session recording for use in your sole discretion. If you choose to make the recording of your session available, you agree to reference the Event as the original source of the recording. You will retain the copyright on your materials and hereby grant to the ICF unlimited, irrevocable, perpetual and royalty-free rights to reproduce and distribute this intellectual property throughout the world, and there will be no additional compensation due to you therefore. Any subsequent reproductions of this intellectual property by the ICF will include a copyright line approved by you.

_____ **Limited Liability and Indemnity**

You agree that neither the ICF nor any of its officers, directors, members, agents and employees (the "Organizers") shall be held liable for any damage, loss, harm, claims, demands, suits, liability, costs, attorney's fees, and expenses of whatever kind or nature or injury to person or property (collectively the "Losses") of yours or any of your officers, directors, agents, or employees resulting from or arising out of or related to the Event. You expressly waive and release any claims or demands you may have against any of the Organizers by reason of any Losses incurred in connection with any typographical errors or other inaccuracies, such as in your name, biography which may ultimately appear in any printed materials relating the Event. Further, you shall indemnify, defend, and hold harmless the Organizers from and against any and all Losses that may be due to technological difficulties, malfunctions, etc. that may be the responsibility of the Organizers or a third party vendor employed by the Organizer. You shall indemnify, defend, and hold harmless the Organizers from and against any and all Losses which might result from or arise out of any action or failure to act on your part or any your officers, directors, agents or employees. The ICF undertakes no duty to exercise care, nor does it assume any responsibility for the protection and safety of you, your officials, agents or employees, or for the protection of the property of you or your representatives or of property used in connection with your participation in the Event, from theft or damage or destruction by fire, accident or other cause. Any protection exercised by the ICF shall be deemed purely gratuitous on its part and shall in no way be constructed to make it liable for any Losses suffered by you. It is your responsibility to maintain proper insurance coverage for your property and liability.

_____ **Miscellaneous**

You agree to observe and be bound by the terms of this Agreement and by such additional conditions made by the ICF from time to time for the efficient or safe operation of the Event, including, but not limited to, those contained in this Agreement. The parties agree that all litigation or other legal proceedings under this Agreement shall be brought in the state courts of the State of Kentucky and the United States District Courts located therein and the parties hereby submit to the exclusive personal and subject matter jurisdiction and venue of such courts. The validity, interpretation and performance of this Agreement shall be governed by the laws of the State of Kentucky, excluding its conflict of law rules that would require the application of the laws of another jurisdiction. This Agreement sets forth the entire understanding and agreement of the parties with respect to the subject matter hereof and supersedes all other oral or written representations and understandings. This Agreement may be amended or modified only in writing signed by authorized representatives of both parties. If any provision of this Agreement is found by a proper authority to be unenforceable or invalid, such unenforceability or invalidity shall not affect the other provisions of this Agreement and the unenforceable or invalid provision shall be construed to be amended in order to avoid such unenforceability or invalidity while preserving as closely as possible the intent of the parties. This Agreement shall not be construed as a teaming agreement, joint venture, partnership or other business relationship. You may not assign or transfer any rights or obligations under this Agreement (by operation of law, sale of assets, merger, reorganization or otherwise) without the prior written consent of the ICF. Subject to the preceding sentence, this Agreement shall be binding upon the permitted successors and assigns of both parties.

I have read, initialed and accepted the terms and conditions above.

Presenter:

_____

Date: _____

_____

Print Name / Title

International Coach Federation:

Board Member:

_____

Date: _____

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Print Name / Title