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20 March 2012

«SPEAKER\_FIRST\_NAME» «SPEAKER\_LAST\_NAME», «DESIGNATION»  
«JOB\_TITLE»  
«SPEAKER\_COMPANY»  
«ADDRESS»  
«CITY», «ST» «ZIP»

Dear «SPEAKER\_FIRST\_NAME»:

Thank you for agreeing to speak at the IAEE Annual Meeting and Expo in <LOCATION>. The [Speaker Resource Center](#) has been created to answer your questions and help prepare you for this event.

**Your session is confirmed as follows:**

**Title:** «SESSION\_TITLE»

**Time:** «TIME»

**Date:** «DATE»

**ACTION ITEMS:**

As a **Presenter**, the following action items are required:

- Return Speaker Agreement: <DATE>
- Submit Speaker Introduction and Head shot: <DATE>
- Mandatory PowerPoint and Take-a-ways: <DATE>
- Register for Conference: <DATE>

Please access the [Speaker Resource Center](#) for information on these action items.

Also, it is a requirement of all presenters, moderators and panelists to participate in at least two of the following that we will organize.

- Pre-Show Webinar
- LinkedIn Discussion
- Pre-Show Blog Post
- Pre-Show Tweet Chat

**Other Considerations and Terms of Agreement**

All personal and incidental expenses will be the speaker's responsibility. IAEE is unable to reimburse presenters for travel and per diem expenses.

Speaker hereby grants permission to IAEE to photo copy and distribute the discussion notes and any related materials.

The speaker grants IAEE a perpetual license to record in any medium the presentation and other events in which speaker participates and sells or distribute the recordings in any medium without payment to speaker.

The speaker authorizes IAEE to use his/her name, likeness, photograph and biographical data in connection with the use and promotion of any aspect of the presentation or other events in which speaker participates.

Thank you for agreeing to assist in this educational event, and we look forward to working with you.

**Shawntay M. Skjoldager, MBA, MS**  
**Director of Learning Experiences**

**Speaker Agreement:**

\_\_\_\_\_  
Printed Speaker Name

\_\_\_\_\_  
Signature of Speaker

\_\_\_\_\_  
Date Signed

***Please fax a signed copy of this letter of agreement to  
Jennifer Weller at 1 (972) 458-8119 by <DATE>.***