



SPEAKER EXPECTATIONS AND GUIDELINES AGREEMENT

1. **Contact:** Your primary contact is the ACUA staff team at info@acua.org.
2. **Materials:** Complete all the information requested and adhere to the deadlines provided. If there are any concerns, reach out to the ACUA staff team at the contact above as soon as possible.
3. **Audience engagement:** NASBA requires **at least** one element of audience engagement related to course content during **each one hour** of instruction. One of the following elements must be incorporated: group discussion, instructor-posed questions with time for participant reflection, use of a case study to facilitate audience input, or another form of audience engagement.
4. **Presentation Handouts:** ACUA requires presentation materials in the widescreen HD format PowerPoint templates accessed via the Speaker Portal. Presentations are made available to attendees electronically via the ACUA conference app prior to the conference and for one year post conference.
5. **Copyright compliance attestation:** Ensure presentations consist primarily of original information and properly cited data. If you utilize previously copyrighted materials in your presentation, including images found on the Internet, you must label them as such, with a notation that they are “Used by Permission” and provide written permission for use and reprint from the copyright owner. A copyright attestation is included as part of the presentation materials submittal for accepted presentations.
6. **Sales Content:** The conference is educational in nature and sales content is strongly discouraged.
7. **Presentation Development:** Presenters must refrain from overt statements of pointed humor that disparages the rightful dignity and social equity of any individual or group.
8. **Photography Release:** ACUA respects the wishes and privacy of speakers and the intellectual property rights regarding session content. ACUA reserves the right to photograph or record short video clips of session rooms (including speakers, attendees, and content) and publish the material in the *College and University Auditor Journal*, on the ACUA website, or on ACUA’s social media sites, including the conference app. Presenters who do not wish to have their session photographed or filmed in a general setting will have the opportunity to indicate that in the presentation materials submission process.
9. **Recording:** By participating as a presenter, I authorize ACUA to record my session and grant permission for the recording to be made available to conference attendees after the event.



SPEAKER AGREEMENT

By signing this agreement, I acknowledge the following:

- I agree to present at the 2026 ACUA Virtual Spring Summit and to work with the ACUA Conference Planning Committee as requested to improve the topic, content, and/or delivery.
- I agree to comply with all applicable ACUA Speaker Expectations and Guidelines and content submission timelines.
- I allow copies of the presentation/session materials to be posted on ACUA's website in a password-protected event platform for one year after the conference.

Agreement to present does not guarantee the session submitted will be selected for delivery. You will receive a confirmation or declination notification once the Conference Planning Committee has completed the session selection.

Presenter Name (printed): _____

Presenter Signature: _____ Date: _____

Submit signed agreement with your proposal.