SPEAKER EXPECTATIONS AND GUIDELINES AGREEMENT

1. **Contact**: Your primary contact is the ACUA staff team at info@acua.org.
2. **Materials**: Complete all requested information and adhere to the deadlines provided. Presentation materials must address the learning objectives and subject matter outlined in the original Speaker Proposal. Any significant changes to the proposed content or learning objectives must be reviewed and approved by the ACUA Conference Planning Committee. If there are any concerns, contact the ACUA staff team 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. In addition, speakers are required to incorporate at least one audience engagement poll every 15 minutes throughout their session to measure attendee participation and engagement. Poll questions should relate to the session content and be incorporated into the presentation plan.
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 web page 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, in its entirety. 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 2027 ACUA Virtual Spring Summit, ensuring that my presentation addresses the learning objectives and subject matter outlined in my submitted Speaker Proposal, 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 (the "Materials") to be posted on ACUA's website in a password-protected event platform , in its entirety, for one year after the conference, provided that ACUA (i) conspicuously maintains any included legal notices (i.e., Copyright ©) and (ii) does not alter, change, supplement or modify the Materials, or any portion thereof, without prior written consent.

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.