



## IAPD/IPRA Soaring to New Heights Conference

### SPEAKER CONTRACT

Form DUE October 5, 2018

Thank you for agreeing to participate in the 2019 IAPD/IPRA Soaring to New Heights Conference to be held January 24-26 at the Hyatt Regency Chicago. This document outlines our agreement regarding your session/workshop. Please review the details below and sign and return a copy to verify your acceptance. Also, please review and revise, as needed, the following speaker information and session/workshop details to ensure accuracy.

#### SESSION/WORKSHOP DETAILS

Session #: 136 Title: Bond Best Practices + Capital Planning for Boards

#### SPEAKER INFORMATION

Name: Michael Benard Title: Executive Director  
Organization: Wheaton Park District  
Address: 102 E. Wesley Street  
City: Wheaton State/Zip: IL 60187  
Work Phone: 630-510-4945 Cell: 630-945-7726  
Email: mBenard@wheatonparks.org SS/FEIN#: \_\_\_\_\_  
(REQUIRED for payment to be issued.)



MY COMPLETED W-9 FORM IS ATTACHED TO THIS AGREEMENT PER IAPD/IPRA'S PAYMENT POLICY.

#### REGISTRATION

Members of IAPD or IPRA must register as a conference delegate. Exhibitors will be registered through their exhibitor registration. Name badges are required for admission to all sessions/workshops and to the exhibit hall.

Outside speakers will be registered and may pick up their badge and speaker packet at Conference Registration. Name badges are required for admission to all sessions/workshops and to the exhibit hall.

#### CEU CRITERIA

The IAPD/IPRA Soaring to New Heights Conference awards CEUs for all sessions/workshops. Each year we strive to ensure that all of our sessions/workshops meet the International Association for Continuing Education and Training (IACET) CEU criteria.

#### SPEAKER RELEASE AND PUBLICATION AGREEMENT

I understand that the views and opinions at my session/workshop will be mine and not those of IAPD/IPRA. I hereby warrant that the handout materials, presentation, visual aids and any other materials (my "Materials") were prepared by me for the above referenced presentation and do not libel anyone, infringe any copyright, or violate any intellectual property or other rights of any person or party. I further grant the IAPD/IPRA the nonexclusive irrevocable license to reproduce, distribute, display, publish or otherwise use any of my Materials for IAPD/IPRA's publications, videos, websites or for any other editorial, trade, advertising, commercial or other purposes, without my prior approval or inspection and also without compensation, right to royalties, or any other consideration unless otherwise specifically provided for herein. If either IAPD or IPRA exercises its rights hereunder, you will be identified as the author or co-author of the materials as applicable. I agree to fully and forever release, discharge, indemnify, defend and hold IAPD/IPRA, and each of their members, officers, agents, employees, and independent contractors, harmless against any and all claims, liabilities, losses, damages, costs and expenses, including without limitation, attorney fees, and costs, and materials arising out of my or IAPD/IPRA's publication or use of my materials or by reason of a violation of the above warranty. I irrevocably grant the IAPD/IPRA permission to publish and use my likeness, voice, and words in photographs, television, radio, videotapes, film, website entries, social media, or any other form now known or hereafter devised to promote the IAPD/IPRA's activities, and for editorial, trade, advertising, commercial, or any other purposes, without my inspection or approval and without compensation, right to royalties, or any other consideration in perpetuity; I also release the IAPD/IPRA from all claims or liabilities related in any way thereto.

**Speakers at the IAPD/IPRA Conference are not permitted to mention or sell their products/services during the workshop(s)/session(s).**

**Those who violate this policy will not be invited to speak at future conferences.**

**\*IMPORTANT: IAPD/IPRA's CEU policy and the IACET Standards do not permit commercial or promotional material of any kind to be included in presentations or to be distributed during sessions/workshops.**

## SPEAKER FEES/EXPENSES

(ONLY THOSE EXPENSES OUTLINED AND AGREED TO BELOW WILL BE REIMBURSED)



My agency is a member of IAPD, I am an IPRA Member, or I am a conference exhibitor. I understand that I will not receive an honorarium, complimentary registration, reimbursement for expenses, or sleeping room accommodations.



I am a non-member speaker eligible for remuneration/reimbursements, but decline to receive any payments/benefits other than a complimentary No Frills registration.



I am a non-member speaker eligible for remuneration/reimbursements and request the following:



Honorarium = \$ \_\_\_\_\_

Payable to: \_\_\_\_\_



Hotel reservation\* ☐ Single ☐ Double

Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_



Round-trip mileage \_\_\_\_\_ (estimated mileage) @ current IRS mileage rate = \$ \_\_\_\_\_



Airfare\*\* Departure City: \_\_\_\_\_

Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_



Parking (available at the host hotel only)



Meals (\$40 per day maximum; receipts must accompany expense report)



I will need copies of my handouts\*\*\*.

\* Hotel arrangements will be made for speakers based on his/her presentation date. Reservations will be made either one night prior to the presentation or one night after – unless the speaker is presenting at multiple sessions. Speakers who are presenting a single session are eligible for one complimentary room night. All hotel reservations must be made by Leesa Kuo Johnson (708-588-2287) at IPRA.

\*\* Air travel arrangements must be made through Leesa Kuo Johnson (708-588-2287) at IPRA by no later than December 14, 2018.

\*\*\* Handouts must be provided to your Program Contact by no later than January 7, 2019. Speakers who miss this deadline will be responsible for providing their own handouts and WILL NOT be reimbursed for duplication costs.

I understand that the payment above is due for services I will provide to the IAPD/IPRA Soaring to New Heights Conference on the date and time noted. If I am unable to fulfill my commitment as outlined in this contract, this contract will be null and void and IAPD/IPRA will not be responsible for any expenses as indicated within this contract. No other expenses are due other than those indicated within this contract.

Initials: \_\_\_\_\_

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### EXPENSE POLICIES:

1. Please complete one form for each speaker.
2. This agreement must be completed and signed by the speaker. Speaker should submit one copy to their Program Contact and one copy to IPRA.
3. Honorariums will be paid immediately following the session.
4. Speakers reimbursed for expenses will be paid based on receipts submitted after the conference and cannot exceed the agreed amount outlined above.
5. The Conference Director will make all room reservations. Only room rate and tax will be paid; speaker will be responsible for all incidentals.

I accept the terms of this agreement:



Speaker's Signature

Date



IPRA Authorized Signature

10/30/18

Date

Return this completed form by October 5, 2018 to:

Leesa Kuo Johnson

IPRA

536 East Avenue

La Grange, IL 60525

Email: [leesa@ilipra.org](mailto:leesa@ilipra.org) or Fax: 708-354-0535