



Agreement for SHAPE America’s 2024 “By You, For You” Series Planners and Presenters

Congratulations!

We would like to extend our sincere congratulations for acceptance into the SHAPE America 2024 “By You, For You” webinar series! We are looking forward to working with you! Below you will see a series of requirements for all presenter(s), planner(s), and panel participants speakers. Please initial after each set of requirements (in the yellow box) to indicate that you agree with the information and sign the document at the end. Digital initials and signatures are accepted. (Typing of initials and names will not be considered digital signatures and will not be accepted.) After initialing/signing, please forward a copy of this form to Jenifer Medina at jmedina@shapeamerica.org.

Each speaker for the webinar presentation must complete and submit a copy of this form.

Dates and Deadlines

The information you provide to us by the deadlines below is an essential piece in promoting and preparing for your webinar. All webinar presentations in the SHAPE America 2024 “By You, For You” series are based on the availability of the presenter and SHAPE America staff the week after the practice run. You will need to arrive ten minutes before the start time of your pre-recorded webinar. This allows us to prepare and iron out any remaining details. Your presentation will be recorded and available for on-demand view within the next year.

I agree that I will submit all required materials requested to SHAPE America by the specified deadlines below and attend the practice session and pre-recording for my webinar presentation.	
Presenter Agreement	Due: TBD, 2024
Detailed Information Form	Due: January 29, 2024
Copy of Webinar Presentation PowerPoint	Due: One week prior to the date of the practice run
Supplemental materials such as handouts, flyers, etc.	Due: The date of the practice run
Practice Run	OCCURS: approximately 1 week prior to your final webinar recording Exact Date/Time TBD 00:00a.m. Eastern Time
Final Recorded Presentation	TBD 00:00a.m. Eastern Time
Speaker Initials	

Technical Requirements

I agree that I can meet all technical requirements listed below.



Operating System	macOS X with macOS 10.9 or later, Windows 10* Note: Devices running Windows 10 must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported. Windows 8 or 8.1, Windows 7, Ubuntu 12.04 or higher, Mint 17.1 or higher, Red Hat Enterprise Linux 6.4 or higher, Oracle Linux 6.4 or higher, CentOS 6.4 or higher, Fedora 21 or higher, OpenSUSE 13.2 or higher, ArchLinux (64-bit only)
Internet	Broadband wired or wireless (3G or 4G/LTE)
Browser	Windows: Internet Explorer 11+, Edge 12+, Firefox 27+, Chrome 30+ macOS: Safari 7+, Firefox 27+, Chrome 30+ Linux: Firefox 27+, Chrome 30+
Microphone	Landline telephone, Logitech, Plantronics, ARTIC, Microsoft Speakers and a microphone – built-in, USB plug-in, or wireless Bluetooth
Webcam	A webcam or HD webcam - built-in, USB plug-in, or: <ul style="list-style-type: none"> An HD cam or HD camcorder with a video-capture card Virtual camera software for use with broadcasting software like OBS or IP cameras Note: For macOS, Zoom client 5.1.1 or higher is required.
Software	PowerPoint for Mac, Microsoft PowerPoint (PPT)
Video	I understand that no video longer than three minutes can be used as part of my webinar presentation.
PowerPoint Template	I understand that my presentation needs to be submitted on the SHAPE America “By You, For You” webinar series (PPT) template.
Recording	Present a 60-minute recorded webinar session to then be posted on-demand for all interested viewers
Speaker Initials	

Presenter/Planner Requirements

As a presenter, your focus is to develop and deliver the presentation.

I agree that I will meet all presenter/planner requirements listed below.	
Presenter Agreement	Have the right and ability to enter into this Agreement and am qualified and willing to deliver the proposed educational webinar
Presentation	Develop a timely and interesting webinar presentation per the guidelines provided by SHAPE America. SHAPE America reserves the right to edit the content of the presentation title and description and adjust the category/sub-category of the webinar at SHAPE America’s discretion. This includes but is not limited to grammar, content, and style.



Policies	Comply with all technical requirements, citations, and permissions to use material policies
Scheduled Time	Be courteous of others and end your webinar at the scheduled presentation end time
Speaker Initials	

Presentation Requirements

I agree that my presentation will contain the following elements.	
Learning Objectives	Three to five clear and concise learning objectives which: <ul style="list-style-type: none"> a. explain what the viewer will learn b. describe the focus of the webinar c. describe what information can be implemented upon viewer completion of the webinar
Presentation Sections	Three presentation sections presenting content/information and providing examples/samples/resources
Pulse Questions	Conduct three pulse questions to engage viewers
Reflection	Presenter(s) will give the viewers time to think and take notes about their next step(s), current approaches, or new ideas
“Food for Thought”	A summary of key resources/takeaways to be included at the end of your presentation.
Speaker Initials	

Follow-Up and Resources

I agree to the following items.	
Pre- and Post- Social Media Posts	I will post on at least one of SHAPE America’s Social Media platform(s) both before and after the webinar to promote the release of the webinar.
Resources and Takeaways	I will post tangible resources and takeaways on a SHAPE America’s Social Media platform(s) immediately following the webinar presentation. Submit handouts/resources to SHAPE America contact to be posted on the SHAPE America Online Institute
Speaker Initials	

Additional Items

I agree to the following items.
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Grant License to SHAPE America	I will sign the non-exclusive, royalty-free license and release which will be provided as a separate document. I understand that this does not transfer ownership of the intellectual property to SHAPE America and does not restrict my ability to use or profit from the intellectual property in the future.
Permission to Use (if citing)	I will receive notification from all parties that I am able to use and cite any publications or research in my presentation. If I do not receive this permission, I will remove these portions of my webinar prior to the recording presentation date. SHAPE America will not incur any liability or financial obligation to any third party based on the creation and/or use of any materials prepared by Presenter.
Images	I will only use images that are under the public domain and/or I own all images being used in my webinar presentation. If using photographs, I will have copies of photo releases from all individuals pictured. I will not use GIFs in my presentation for I do not have rights to the original image utilized to create it.
Associated Fees and Expenses	The presenter is responsible for all fees and expenses associated with submitting and presenting a SHAPE America 2024 “By You, For You” webinar.
Speaker Initials	

Final Confirmation

To send final confirmation to SHAPE America of your acceptance and agreement to present your webinar presentation.

Speaker's Signature	
Webinar Title	Title