



IAOP Speaker Confirmation Agreement

As a speaker at The 2015 Outsourcing World Summit® ...

1. You agree to provide the International Association of Outsourcing Professionals™ (IAOP™) with a DRAFT of your presentation materials, if applicable, **no later than Monday, January 5, 2015** for review by IAOP's Program Committee. The final presentation will be required no later than **Wednesday, January 15, 2015** for inclusion in the conference proceedings. **You understand your participation in this event is contingent upon the materials being provided by these deadlines.** You agree to limit your presentation information and materials to those directly relevant to the session topic, and will not promote in a commercial way, your products or services, or the products or services of any organization. Session Guidelines will be included in the Speaker Package sent to you upon completion and return of this confirmation. Please contact Amanda Safdar (amanda.safdar@iaop.org) should you have any questions on the guidelines.
2. You agree that your slides and presentation will match the session proposal as submitted and accepted; all changes to titles, descriptions, slides and speakers **MUST** be approved by IAOP. IAOP also reserves the right to remove your session from the program for failure to adhere to these guidelines.
3. You understand that as part of its continuing education efforts, IAOP occasionally records its programs and may make those recordings, and/or edited transcriptions thereof, available to its members and network.
4. You grant IAOP the right to use your name and voice, and, if we so choose, your image (photograph or video) and biography, in connection with the presentation and the other materials.
5. You warrant that your presentation and any other material you submit are original with you, that their publication will not infringe on the rights of others, and that you have full power to grant this license. Should your presentation or other materials require permission for use by IAOP, you agree to obtain that permission from the copyright proprietor consistent with this Agreement.
6. You agree to adhere to IAOP's speaker presentation guidelines outlined in the Call for Papers and included in the Speaker Profile.
7. You understand and agree that all travel and related expenses incurred for participation in The 2015 Outsourcing World Summit are the responsibility of the speaker.

Participation at The 2015 Outsourcing World Summit® is considered confirmed only upon receipt of this agreement

Speaker Name: _____
(please print)

Signature: _____ Date: _____

Please sign and return this form to Amanda Safdar via fax at 1.845.452.6988 or via email at amanda.safdar@iaop.org ASAP.