

## **SAMPLE: RIMS Guideline and Agreement**

Accepted session speakers will need to sign off on the guidelines. This is mandatory for all speakers.

The Program will cover information/topics requested by RIMS and agreed to by me.

1. I agree to fully comply with all program-related deadlines provided to me by RIMS, including but not limited to deadlines for handouts, A/V requests, biographical information, etc.
2. During my presentation, I will not engage in any type of promotional marketing or selling of any product or service, and I will not disparage RIMS in any way.
3. I agree to notify RIMS program manager immediately in the event that an emergency should prevent me from meeting my obligation as a content leader.
4. I grant to RIMS a perpetual, irrevocable, worldwide, non-exclusive, sublicensable, transferable, royalty-free, fully paid-up license to use, reproduce and distribute my presentation (including all handouts and PowerPoint presentations) in any way in the future, with appropriate attribution to me. I understand that this license does not change the fact that I retain copyright ownership of my presentation, and does not prohibit me from using my presentation in any way or from allowing others to use it.
5. I agree to use the PowerPoint and handout templates and logos provided to me by RIMS for any PowerPoint presentation and/or handouts I may utilize in connection with the program, and I agree not to use these templates in any way except in connection with this or other RIMS programs.
6. To the best of my knowledge, my presentation does not violate any proprietary or personal rights of others (including any copyright, trademark and privacy rights), is factually accurate, and contains nothing defamatory or otherwise unlawful. I hereby indemnify RIMS, its officers, directors, employees, and agents from and against any third-party claims arising out of (a) alleged or

- actual factual inaccuracies in my presentation and (b) alleged or actual intellectual property infringement.
7. I have the full authority to enter into this agreement and have obtained all necessary permissions or licenses from any individuals or organizations whose material is included or used in my presentation.
  8. I authorize RIMS to use my name, likeness, photograph, and biographical data in connection with the use and promotion of the program.
  9. I provide consent for RIMS to record my presentation in audio and/or visual form. I understand that RIMS will be the sole copyright owner of the recording and can distribute and sell it, along with any supporting materials. Upon request, RIMS will provide me with one complimentary copy of the recording, however, I agree not to sell, distribute, stream over the Web, or otherwise use the recording in any way other than for my personal, archival use, except with the prior written consent of RIMS.
  10. I will be responsible for all travel arrangements and expenses that I incur. I understand that I will not receive any royalties, honoraria, reimbursement of expenses, or other compensation from RIMS in connection with the program or the rights granted above. By signing this Content Leader Letter of Agreement, and based on mutual consideration, I understand and agree to the above terms and conditions.

I hereby acknowledge that I have read and understand the contents of this Agreement.