GUIDELINES AND AGREEMENT

1. The Education sessions will cover information and topics requested by the RIMS Texas Programming Committee and agreed to by me.

2. I agree to fully comply with all program-related deadlines provided to me by RIMS Texas, including but not limited to handouts, audio and visual recording requests, biographical information, etc.

3. During my presentation, I will not engage in any type of promotional marketing or selling of any product or service. I will also refrain from distributing any collateral (e.g., flyers, brochures -) in the session room. I acknowledge that if I engage in unauthorized commercial activities at the Conference, I may forfeit future speaking opportunities.

4. I agree to notify RIMS senior event program manager immediately if an emergency should prevent me from meeting my obligation as a content leader.

5. I grant to RIMS Texas 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 slide decks) 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.

6. I agree to use the slide deck and templates and logos provided to me by RIMS Texas for any presentation. 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.

7. **Artificial Intelligence. FICP acknowledges**. For any presentations or presentation materials delivered by Speaker at RIMS Texas Regional Conference, Speaker may only use AI tools for the following authorized purposes: idea generation, general-knowledge questions and research meant to enhance Speaker's understanding on a topic, and to summarize online research or to create outlines for content projects to assist in full coverage of a topic. Speaker may not use AI Tools to infringe the rights of others, including privacy and intellectual property rights, create final work product (including the presentation and presentation materials), or create content to be distributed by RIMS Texas. While using AI tools, Speaker may not enter any RIMS Texas or third-party confidential, trade secret, or other personal or proprietary information into a prompt for an AI Tool. Speakers shall comply with all RIMS Texas policies and guidelines on use of AI tools.

8. I represent and warrant that the content of my presentation is of my own creation, and that I have not plagiarized or otherwise used third party content without proper attribution and authorization.

I hereby indemnify RIMS Texas, its officers, directors, employees and agents, from and against any third-party claims of copyright infringement. I further represent and warrant that the information included in my presentation is factually accurate. I hereby indemnify RIMS Texas, its officers, directors, employees, and agents from and against any third-party claims arising out of alleged or actual factual inaccuracies in my presentation. If RIMS Texas learns that I have included factually inaccurate information in my presentation slide deck or made factually inaccurate statements during my presentation, RIMS Texas reserves the right to ban me from speaking at future events.

9. I authorize RIMS Texas to use my name, likeness, photograph, and biographical data in connection with the use and promotion of the program.

10. I acknowledge that RIMS Texas may use artificial intelligence (AI) to develop transcripts, summaries and word clouds of my session. I further acknowledge that these AI-generated documents may contain errors, and I hereby release RIMS from any and all claims I might have for such errors.

11. **The policy clearly prohibits** speakers and their affiliated companies from filming sessions, which helps protect intellectual property, attendee privacy, and content integrity.

12. **This policy prohibits speakers** and their affiliated companies from scanning attendee badges, which protects attendee privacy and prevents unauthorized data collection.

13. I provide consent for RIMS Texas to record my presentation in audio and/or visual form. I understand that RIMS will be the sole copyright owner of any such 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 Texas.

14. I acknowledge that RIMS may cancel my presentation at any time without liability or further obligation if RIMS determines, at its sole discretion, that my presentation does not meet RIMS Texas Regional Conference quality standards

15. "If you can do it on Zoom, don't do it in the room." RIMS Texas education program should be immersive, interactive, and engage the audience through active audience participation. If the content could simply be a one-sided webinar, consider updating the presentation and format.

16. Travel: RIMS Texas does not reimburse session speakers for expenses related to travel or entertainment, nor do we provide fees or honorariums.

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

By entering my full name and clicking 'I Accept', I agree to all of the contents of this contract/agreement.