



## **AI+IM GLOBAL SUMMIT 2025 SPEAKER AGREEMENT**

This Speaker Agreement ("Agreement") outlines the terms and conditions for speakers participating in the AI+IM Global Summit 2025 ("Event"), hosted by the Association for Intelligent Information Management ("AIIM"). By agreeing to serve as a SPEAKER, you acknowledge and agree to these terms.

### **Terms and Conditions**

In consideration of the opportunity to present the session set forth herein at the Summit (as defined below), Speaker agrees as follows:

In consideration of the opportunity to present at the Event, SPEAKER agrees to the following terms:

1. **Professional Standards** - SPEAKER will perform all obligations in a professional and diligent manner, in compliance with all applicable laws and regulations.
2. **Event Promotion** - SPEAKER grants AIIM permission to use the following materials for Event promotion:
  - i. SPEAKER's name
  - ii. Professional photograph
  - iii. Company logo
  - iv. Job title
  - v. Company information
  - vi. Professional biography
3. **Required Materials** - SPEAKER must provide:
  - a. A professional headshot that meets these specifications:
    - i. Color photograph
    - ii. PNG format
    - iii. Minimum resolution: 1000x1000 pixels
  - b. A professional biography:
    - i. Length: 75-200 words
    - ii. Suitable for publication in Event materials
4. **Presentation Requirements** - SPEAKER agrees to the following with respect to the presentation:
  - a. AIIM maintains editorial control over all session titles, descriptions, and content;

- b. SPEAKER must use the Event PowerPoint template provided by AIIM for all presentations, maintaining a 16:9 aspect ratio. Any alternative format requires prior written approval from AIIM;
  - c. SPEAKER may include their contact information and one company logo beneath their name on both the first and final slides of the presentation;
  - d. SPEAKER must submit their PowerPoint presentation to AIIM at least 14 days before the Event's opening day;
  - e. SPEAKER may not include additional speakers or panelists without obtaining prior written approval from AIIM;
  - f. SPEAKER must complete the Speaker Orientation webcast (available either live or recorded);
  - g. SPEAKER must work with AIIM staff members to ensure content aligns with the Event's strategic goals.
5. **Code of Conduct** - SPEAKER agrees to adhere to AIIM Event Code of Conduct for attendance at the event, [set out here](#).
6. **Recording Authorization** - SPEAKER grants AIIM permission to:
- i. Record the presentation
  - ii. Share, distribute, or sell the recording
  - iii. Display and present the recording through any media format

This permission is exclusive to AIIM, continues indefinitely, and cannot be revoked. While SPEAKER will not receive additional compensation for these uses, AIIM will maintain proper attribution to SPEAKER as the content creator.

7. **Digital Distribution Rights** - SPEAKER agrees that AIIM may:
- a. Share presentation materials and handouts on AIIM's website
  - b. Make these materials available to Event attendees and AIIM members
  - c. Distribute these materials in digital format

If SPEAKER includes copyright notices on their materials, AIIM will preserve and display these notices in all digital versions. No additional compensation will be provided for this digital distribution. SPEAKER acknowledges AIIM's right to share these materials as described above.

8. **Professional Presentation Standards** - SPEAKER agrees to maintain the educational value of their presentation by delivering content that is objective and balanced, with a focus on informing and educating the audience. To preserve the educational nature of the Event, presentations must not include sales pitches, product promotions, or marketing content, whether for SPEAKER's own offerings or those of their employer or clients. This includes refraining from distributing promotional materials during the session. If SPEAKER has questions about what



materials or content might be considered promotional, or if they wish to share any supplementary materials with attendees, they should discuss this with their AIIM contact in advance of the Event.

9. **Event Access for Speakers** - Each session includes the following registration benefits:

- a. One complimentary Event registration for the primary SPEAKER
- b. Option for a second complimentary registration if the session has two speakers
- c. Additional speakers are welcome to join at the standard Event registration rate

10. **Speaker Changes and Deadlines** - To help us prepare Event materials and maintain quality programming:

- a. Please submit any speaker changes by March 22, 2025
- b. New speakers added after the initial submission will need to register at the standard rate
- c. We cannot accommodate speaker substitutions after March 22, 2025

11. **Content Ownership and Legal Responsibilities** - SPEAKER confirms that all presentation materials, including slides, handouts, and other content, are either original works or properly licensed with appropriate permissions. This includes ensuring that the presentation materials:

- a. Do not infringe on any intellectual property rights
- b. Respect individual privacy rights
- c. Present accurate and truthful information about all products, services, and individuals discussed
- d. Include proper attribution for any third-party content used

If any legal claims arise regarding these matters, SPEAKER agrees to take responsibility for addressing them and will protect AIIM, including its team members, volunteers, and representatives, from any associated costs or legal fees.

12. **General Terms** - AIIM may update these requirements as needed to ensure a successful Event. While AIIM provides the Event platform and organization, SPEAKER maintains responsibility for their presentation content, personal safety, and any statements or commitments made during their presentation.

13. **Governing Law and Dispute Resolution** - Any dispute arising out of or relating to this Speaker Agreement shall first be attempted to be resolved through good faith



negotiations between the parties. If the dispute cannot be resolved within 60 days of initial notification, either party may initiate binding arbitration administered by the American Arbitration Association in accordance with their commercial rules, with the seat of arbitration located in Maryland, USA.

Authorized Signatures:

SPEAKER

AIIM INTERNATIONAL

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Name

\_\_\_\_\_  
Name:

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Title

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Title:

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Organization

AIIM

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Organization

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Date

January 3, 25

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Date