



Presenter Agreement Form

Presenter Name:

Session Title:

Date/Time of Session:

Location:

Thank you for presenting at InterActivity 2019: *FearLESS*. ACM and the Children's Museum of Denver at Marsico Campus are committed to making this conference a success and we know you are too.

Please review the presenter requirements below. Please indicate your agreement to meeting the requirements by checking "I agree" for each item, signing, and returning the form to the Association of Children's Museums by TBD.

1. ACM is committed to providing a safe and enjoyable conference experience for all attendees. InterActivity provides a welcoming environment for the free discussion of ideas. As a presenter I understand that I am expected to:
 - Show respect for everyone attending the conference, regardless of gender, gender identity and expression, age, sexual orientation, ability, physical appearance, race, ethnicity, religion (or lack thereof).
 - Frame discussions as openly and inclusively as possible and to be aware of how language or images may be perceived by others.
 - Provide a great learning experience for attendees as the goal of InterActivity is to advance professional practice. No presenter may use the session as a platform to promote products or services of any kind.

I agree

2. I understand that deadlines are extremely important and agree to meet them all:

- TBD: Return completed presenter agreement form.
- TBD: Register for InterActivity 2019.
- TBD: Deadline for session chair to submit any changes (presenters, session description, title) to ACM for inclusion in the InterActivity Final Program.
- May 24, 2019: Deadline for presenters to submit electronic versions of your presentation, handouts, and related materials to session chair for posting to the ACM website.
- May 31, 2019: Deadline for session chairs to upload all presentations, handouts, and related materials from session to ACM's Basecamp folder.

I agree

3. I understand that presenting at InterActivity 2019 is voluntary and that I will not be financially compensated for presenting. I understand that ACM will acknowledge my participation in the conference Final Program and on the InterActivity 2019 pages of the ACM website.
 I agree
4. I understand that I am required to register by the Early Bird registration deadline at my own expense. *Note: Presenters from outside the museum field, e.g., academics, may be eligible for a complimentary one-day registration for the day on which they present. Complimentary registration is at the sole discretion of ACM. To inquire, email Victoria.Garvin@ChildrensMuseums.org.*
 I agree
5. I understand that I am responsible for reserving and paying for my own travel and lodging.
 I agree
6. I will not participate in more than two InterActivity sessions, including as an unscheduled presenter.
 I agree
7. I agree to present my part of the session as it was submitted in the proposal. I will not substantially change the content of my presentation without first contacting my session chair and ACM.
 I agree
8. I will notify ACM immediately in the event of an emergency that would prevent me from meeting my obligation as a presenter and will not make speaker substitutions on my own without first contacting ACM.
 I agree
9. During my presentation, I will not promote my, or my organization's services or products.
 I agree
10. I warrant that my presentation, handouts, and related materials are factually accurate and contain no libelous or otherwise unlawful material. I further warrant the presentation, handouts, and related materials are either:
 - My own original work and that I am the sole copyright holder, or,
 - Available to use without permission because they are in the public domain, or
 - I have obtained permission from any persons or organizations whose material is included in my presentation and handout materials. I agree
11. I will provide electronic versions of my presentation and/or handout material to the session chair by Friday, May 24, 2019 for posting on the ACM website. Therefore, I grant permission to ACM to share these materials as noted.

I agree

12. I understand that permissions granted to ACM under this agreement do not prohibit me from using the presentation, including handouts or other materials used in the session for ACM in my professional or personal work.

I agree

I have read, fully understand, and agree to all terms outlined in this InterActivity 2019 Presenter Agreement Form.

Presenter Signature

Print name

Return completed form by TBD, to:

Fax: 703.224.3099

Email: Victoria.Garvin@ChildrensMuseums.org

Mail: Association of Children's Museum
Attn: Victoria Garvin
2711 Jefferson Davis Highway, Suite 600
Arlington, VA 22202