

# SAME SPEAKER AGREEMENT

Individuals wishing to speak at any SAME event must agree to the following Speaker Agreement, the SAME Code of Conduct and Health & Safety Policies. Please review carefully and indicate your acceptance at the bottom of the page to move forward.

1. I agree to comply with all program-related deadlines provided to me by SAME, including but not limited to deadlines for presentations, handouts, A/V requests, etc. I understand that if I do not meet deadlines, I may be removed from the program and/or may not be accepted to speak at future SAME events.
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 SAME in any way.
3. I agree to notify SAME's program manager immediately if an emergency should prevent me from meeting my obligation as a speaker.
4. I agree to use the SAME-provided templates and logos, and follow all provided guidelines, for any PowerPoint presentation and/or handouts I may utilize in connection with the program, and I agree not to use these templates and logos in any way except in connection with this or other SAME programs.
5. 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 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.
6. I authorize SAME to use my name, likeness, photograph, and biographical data in connection with the use and promotion of the program.
7. I give my consent for SAME to record my presentation in audio and/or visual form. I understand that SAME is the sole copyright owner of the recording along with any supporting materials. The recording and materials will be made available only to those registered conference participants. If SAME wishes to utilize the recording or materials in another manner, SAME will request permission in writing.
8. I understand that I will not receive any royalties, honoraria, reimbursement of expenses, or other compensation from SAME in connection with the program or the rights granted above.

## CODE OF CONDUCT

SAME is committed to providing a safe and welcoming experience for all participants, regardless of race, ethnicity, disability, religion, political affiliation, gender, gender identity or expression, sexual orientation, and any other characteristic protected by applicable federal, state, or local laws, regulations, or ordinances. SAME does not tolerate discrimination, intolerance, harassment, aggression, or ill-will of any kind, whether presented in-person, digitally, or via another method.

When engaged in SAME activities or representing SAME, SAME expects all members, participants, sponsors, employees, and staff to:

- Maintain the highest professional standards of ethical behavior.
- Respect the dignity, health and safety of themselves and others.
- Be positive, friendly, and welcoming to others.
- Support diversity and inclusion.

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- Attend in-person meetings and events only when in good health.
- Maintain the confidentiality of Society business and its members. Directories, mail lists and membership information shall be used only for their expressly stated purpose.

## **Consequences of Code Violations**

Violations of this Code will not be tolerated. When suspected violations are reported, we act. Violators are subject to remedies determined as below. In addition to other remedies, in the case of in person events, violators are subject to expulsion from the event, at SAME's sole discretion, without refund. Further, SAME Bylaws specifically address membership termination for cause (Article III, para 5) and SAME Ethics Standards (Article XI, para 3).

## **Reporting Alleged Code Violations**

Alleged violations will normally be reported at the level at which they occur (i.e., Post, Region, National). Post or regional leadership can elevate issues to a higher level for assistance or resolution at their discretion.

## **Resolution of Alleged Violations**

Alleged violations will be remedied at the lowest level possible. The SAME Executive Director has the national level authority to resolve alleged violations of this code, including lower level Post violations that are elevated to National. If National level resolution is required, the SAME Executive Director, or his designated inquiry official, will gather all necessary facts, including an opportunity for the alleged violator to present information both in writing and in person. Based on that inquiry, the SAME Executive Director will make a final determination or recommendation of corrective action on the matter. The Executive Director's determination can be appealed to the SAME National President, assisted by the National Leadership Team. The SAME National President will then make a final determination on the matter. Termination of SAME membership remains the authority of the SAME Executive Committee (SAME Bylaws, Article III, para 5).

## **Requirement to Adhere to Health & Safety Policies and Procedures**

To safely accommodate SAME event participants, health and safety guidelines and operations will most likely still be in place for the in-person event. All participants are required to follow the guidelines in place at the time of the event, regardless of notification or date established, and by signing up to participate in an SAME event, you acknowledge that you understand and will abide by the guidelines established. Refunds will not be provided to those unwilling to follow or in disagreement with policies and procedures.

By accepting this Speaker Agreement, Code of Conduct, Health & Safety and based on mutual consideration, I understand and agree to the above terms and conditions.