



Dear Speaker,

Thank you for agreeing to speak at our upcoming SoCLA event.

We are very grateful that you have agreed to give your time and present at our event and we appreciate the time and effort that you have invested in order to prepare for this event.

Presentation

Please email any PowerPoint files or other materials you wish to use during your presentation to the member of the SoCLA events sub-committee for your state, as soon as practicable prior to the event, so that we may have it uploaded to a laptop by the event host. Please also bring a back-up of these materials with you on a USB. Finally, please advise whether you would like copies of your PowerPoint slides or other materials to be printed and made available to attendees at the event.

If you would like your PowerPoint slides or other materials to be distributed to our members and the attendees electronically after the event, please email the materials to: admin@scl.org.au. We will also upload the materials to our Website for members to access.

Paper

In addition to speaking at the event we welcome you to produce a paper on the topic that you have discussed which we may then include in our newsletter or upload to our Website. Please email your paper (if you wish to prepare one) to: admin@scl.org.au.

Podcast

Depending on the type of event and practicalities with our podcasting equipment, we may wish to record your presentation for the purposes of our SoCLA Podcast. Should your presentation be recorded, we will edit the recording and send it to you for review before it is uploaded to our podcast station.

Podcasts are a great way for our members and subscribers to the SCL Australia Podcast Station to benefit from the hard work and knowledge shared by speakers such as yourself, particularly if they are unable to attend the event.

Speaker Conditions

If you proceed with undertaking any of the tasks identified above then you are taken to have agreed by your conduct to the conditions on the next page. If you do not agree to any of the conditions please let us know prior to the event.

Thank you again for working with SoCLA and we are grateful for the opportunity to collaborate with you.



SPEAKER CONDITIONS

You acknowledge and agree that a photographer and film crew may be present at the event to visually document the event. Your photo may be recorded, filmed and re-produced in SoCLA related materials such as Twitter, LinkedIn, SoCLA's Website, newsletter, or via email circulation. Members at events are also likely to take photographs and post those to their personal social media pages (including Twitter, Linked In and Facebook). If the event is videolinked your presentation will be circulated during the presentation to multiple venues and may be recorded.

Unless otherwise notified to SoCLA, by providing SoCLA with your presentation materials and any papers, you are giving your permission and authority for these items to be reproduced and distributed by SoCLA without royalty payments. Your materials and any record of the videolink (involving both audio and video) may be reproduced by SoCLA for, and distributed by SoCLA to, its members and others to access on the SoCLA website or other form of distribution or platform. You warrant that the use of your presentation materials in this way will not put SoCLA in breach of any intellectual property right.

If you have agreed to be recorded for the event for the purpose of the SCL Australia Podcast then this will constitute your consent to your podcast material being added to the publically available SCL Australia Podcast Station. You also acknowledge and agree that SoCLA will have editing rights in relation to the production of the podcast and any record of the videolink including whether the podcast and/or video is uploaded to the SCL Australia Podcast Station or otherwise released.

All activities set out in this letter will be at SoCLA's full discretion, including in relation to academic rigour and you will have no entitlement or right to demand SoCLA to carry out and complete any of the activities set out in this letter.

Please sign and return this letter before undertaking any of the tasks set out in this letter in order to signify your acceptance of your speaking engagement and agreement to the above conditions. If you fail to sign these conditions but you proceed with any of the tasks identified above then you are taken to have agreed by your conduct to these conditions.

If you have any queries, please do not hesitate to contact admin@scl.org.au.

Website: <http://www.scl.org.au>

I acknowledge and agree to the terms set out in this letter.

Signature

Print Name

Title / Position

Email Address

Mobile telephone no.