



## Speaker Agreement

Speaker Name  
Speaker Company  
Address  
City, ST ZIP

Dear <<Speaker Name>>,

Thank you for accepting our invitation to speak at EclipseCon 2005, February 28 – March 3, 2005 in Burlingame, CA.

Please take a moment to review the information in this Agreement and sign and fax it back by January 31, 2005. Please fax it to Kristen McBride at Meeting Strategies Worldwide, at +1 503.261.0964.

This agreement is between the organizers, EclipseCon and <<First Name, Last Name>> (Speaker), whereby Speaker agrees to present program listed in section 1.

### 1. Presentation Logistics

#### a) Check-in

You should arrive at the conference no later than one hour before your presentation. Upon arrival, you should go to the Speaker Check-in desk, where final details and credentials for the conference will be given.

#### b) Session details

Speaker agrees to prepare, present and discuss information and/or materials for the following:

**Presentation:** Pres. Name & Number  
**Room:** Details will be given at Speaker Check-in  
**Date:** Date  
**Time:** Time

**Number where you can be reached while in Burlingame:**

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c) Audio Visual Equipment/Meeting Room Setup

AV available will include a data projector and lavalier microphone. If you intend to use a computer you must bring your own. The room will be set theatre style (all chairs, no tables).

d) Presentation Materials

In order to have your materials included on the conference website, please send the files (pdf or ppt) to [kristen@meetingstrategiesworldwide.com](mailto:kristen@meetingstrategiesworldwide.com) by Monday, January 31, 2005.

The conference will not be producing paper copies of presentation slides. We understand that you may make minor changes to the slides before the program, but expect that you will provide the substance of the presentation by this date. We understand that this is a tight deadline, and we hope you'll agree that you, your organization and the participants will all benefit from having your slides available on the conference website.

**2. Arrangements and Finances**

a) Finances

In return for your participation, you are due the following:

- o Full conference registration (this registration is NOT automatic and you should complete a registration form. \*Be sure to choose "presenter" as your attendee type).

Both conference registration and lodging arrangements can be made by visiting the EclipseCon 2005 website at [www.eclipsecon.org](http://www.eclipsecon.org).

b) Ground Transportation

Speaker is responsible for ground transportation.

**3. Waiver**

The undersigned agrees and acknowledges to the Eclipse Foundation the following in the context of participating at EclipseCon 2005:

The speaker agrees to present at the conference and to adhere to the content and intent of their talk as outlined in the description accepted by the Program Committee.

The speaker will provide EclipseCon 2005 with an electronic copy of their presentation slides and grants the conference permission to post the materials to the EclipseCon website.

Please note: your presentation, of course, remains copyrighted by yourself or your employer. We would like to make your slides available on the EclipseCon 2005 website before and after the conference, but for us to do so you will have to release the slides under the Eclipse Public License ([EPL](#)). The suggested PowerPoint templates (insert URL here) contain the necessary license notice, or you can add the notice to your own slide format.

The speaker will be responsible for their own costs of attending and preparing for the conference, including travel costs.

**4. Acceptance**

To accept this agreement, Speaker must complete all sections of this agreement, sign and return by **January 31, 2005** to:

Kristen McBride  
E-mail: [kristen@meetingstrategiesworldwide.com](mailto:kristen@meetingstrategiesworldwide.com)  
Fax: +1 503.261.0964

Speaker's signature \_\_\_\_\_ Date \_\_\_\_\_

If you would like to review your session or other information, you may visit the website at [www.eclipsecon.org](http://www.eclipsecon.org). Please feel free to contact me if you have questions concerning your presentation.

Regards,

Dwight Deugo  
Program Committee Chair  
EclipseCon 2005  
[dwight@espirit.com](mailto:dwight@espirit.com)