

Agreement for SHAPE America National Convention & Expo Planners, Presenters, and Authors

By submitting a proposal for the SHAPE America National Convention & Expo, all author(s), presenter(s), planner(s) and panel participants automatically acknowledge and agree to the following terms:

I. General Terms

1. Authority and Qualification

I affirm that I possess the legal right and authority to enter into this Agreement and am professionally qualified and prepared to deliver the proposed educational session.

2. Policy Acknowledgement

I will review and comply with SHAPE America's National Convention & Expo Registration Cancellation Policy.

3. Proposal Compliance

My session title and written overview comply with all submission guidelines provided by SHAPE America within the official submission platform.

4. Learning Objectives

My session proposal includes a minimum of three (3) clearly defined learning objectives that:

- Specify the intended learning outcomes for attendees,
- Clarify the session's central focus or topic,
- Identify actionable insights or skills that participants can implement post-session.

II. Post-Acceptance Commitments

Upon acceptance of the proposal, I agree to the following:

1. Session Delivery

To present the approved session at the time and date assigned by SHAPE America, which may fall anytime between **Tuesday, March 17, 2026, and Saturday, March 21, 2026.**

2. Supplemental Materials

To submit any applicable supplementary materials (e.g., handouts, flyers, etc.) through the submission method provided by SHAPE America.

3. Registration and Lodging

To purchase my own event registration and arrange my own lodging accommodations for SHAPE America's National Convention & Expo.

4. Session Timeliness

- To arrive at the presentation venue a minimum of fifteen (15) minutes prior to the scheduled start time.

- To conclude the session on or before the designated end time out of consideration for subsequent sessions and participants.
- 5. **Professional Conduct**
To maintain a respectful and professional demeanor towards SHAPE America staff, volunteers, and attendees at all times.
- 6. **Content Ownership and Rights**
 - All materials presented will be original or lawfully licensed by the Presenter, and will not infringe on any intellectual property rights, including but not limited to patents, copyrights, trademarks, or trade secrets.
 - The Presenter shall secure all necessary permissions, licenses, or releases for third-party content prior to presentation.
- 7. **Liability Disclaimer**
SHAPE America will not incur any liability or financial obligation to any third party based on the creation and/or use of any materials prepared by the Presenter.
- 8. **Content Editing and Categorization**
SHAPE America reserves the right to edit the session title and description for grammar, style, or content clarity. SHAPE America also reserves the right to reclassify the session under a different category or sub-category at its sole discretion.

III. Fees and Expenses

All costs associated with submitting and delivering a session at the SHAPE America National Convention & Expo—including, but not limited to, registration fees, travel, lodging, meals, and materials—are the sole responsibility of the Presenter. Neither SHAPE America nor any affiliated agency shall be held financially responsible for any Presenter-incurred expenses related to the SHAPE America National Convention & Expo.