

EBA SPEAKER AGREEMENT
Sign and return this form to EBA ASAP.

Thank you for agreeing to serve as a speaker for the Energy Bar Association conference. Below is an outline of the roles and responsibility of an EBA Speaker. If you have any questions please contact Lisa Levine at 202-223-5625 or llevine@eba-net.org.

Each session has an EBA Volunteer Session Coordinator and Moderator. Your speaker letter of confirmation should include the names/contacts for both volunteers. Please note: In general, EBA does not cover travel costs or make hotel reservations for speakers.

Roles and Responsibilities of an EBA Speaker

Before the conference:

1. Prepare for the session along with your co-speakers and moderator.

- Share program outline with each speaker.
- Coordinate with co-speakers and be specific about the portion of the topic each person is to cover and the amount of time allocated.
- Review EBA Deadlines and requirement that *each session includes handouts* for CLE purposes.

2. Coordinate preparation of session.

- Hold a planning session by conference call to coordinate your session. If you need a conference line, please contact Hannah Mantooth at HMantooth@eba-net.org or 202-223-5625x101.
- Be sure each person knows what all other speakers have been assigned to present.
- Establish the order of presentations.
- Be sure each person's written outline or paper reflects his/her oral presentation and conference deadlines are met.

3. Coordinate the submission of materials.

- The moderator will write an overview of the session, which will become the introduction to the course materials for the session.
- Please review all draft material to ensure the comments/ideas reflect the speaking assignment; be sure page limitations (4-10 pages, per speaker) are adhered to.
- Build in lead-time to review the session material prior to the EBA deadline; attachments to the material should be directly related and necessary to understanding of the session.
- *All sessions (not all speakers) require CLE quality handouts.*
- All written material should be uploaded through the EBA Upload Gizmo: <https://www.eba-net.org/education-events/eba-upload-page/>
- If you also include to use PowerPoint, moderator should collect and coordinate PowerPoint presentations so that they are in order of the speakers. Please use the conference slide template.

It is critical to meet EBA's deadlines – see below for details.

Speaker/Moderator Deadlines:

- ❑ Speaker/Moderator Agreement Executed ASAP and no later than **February 14, 2020**
- ❑ Submit Final Session Title and Description to EBA by **February 1, 2020**
Description should answer: "What will I learn from this session?" and be written in bullet format (no more than four bullets)
- ❑ Reviewed [Speaker Service Center](#) (SSC) Website ASAP and no later than **February 14, 2020**
- ❑ Registration and Bio (photo, twitter handle) uploaded to the [EBA Upload Gizmo](#) by **February 20, 2020**
- ❑ Download PowerPoint Design Template by **February 28, 2020**
- ❑ Book your hotel by **February 20, 2020** (First Come, First Served)
- ❑ CLE-quality material due **March 15, 2020**, upload to [EBA Upload Gizmo](#) (**ALL sessions must submit!**)
- ❑ Send Session Power Point directly to moderator (NOT EBA) by **March 30, 2020**
- ❑ Attend Conference **April 14 & 15, 2020**

Please sign, Next Page...

Thank you for helping to present an outstanding session!

I agree to follow the instruction listed above and do everything possible to meet the deadlines as outlined. I acknowledge the session may be recorded and distributed with the session material.

Name (print): _____

Date: _____

Signature: _____

Session Title: _____

Upload Completed Form: <http://www.eba-net.org/education-events/eba-upload-page/>