



EBA SPEAKER/MODERATOR
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.

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

2. Coordinate preparation of session.

- o Hold a planning session by conference call to coordinate your session. If you need a conference line, please let us know.
- o Be sure each person knows what all other speakers have been assigned to present to reduce overlap.
- o Establish the presentation style and order of presentations.

3. Coordinate the submission of materials.

- o The moderator will write a session description and learning objective which will be on the session material cover.
- o *All sessions (not all speakers) require CLE quality handouts.* The handouts could be "reference-only."
- o If you also choose to use Powerpoint slides for your presentation, please limit the slides to 8 or fewer per speaker.
- o Build in lead-time to review the session material prior to the EBA deadline; material should be directly related and necessary to understanding of the session.
- o For PowerPoints please ensure moderator collects ALL presentations and provides ONE DECK to EBA.
- o Please use the conference slide template.

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

Critical Deadlines:

- July 30 – Session Coordinators are confirmed.
- Aug 10 - Session descriptions and suggested speakers are submitted to EBA for consideration. Submit to llevine@EBA-Net.org Please: no speakers are confirmed until the PEC approves them.
- Aug 24 – All speakers confirmed and contact info, session title, email for each speaker are sent to llevine@eba-net.org. *Please ask confirmed speakers to submit their brief bio and photo sent to EBA*
- Sept 4 – CLE quality resource material submitted to EBA, ETHICS DRAFT HANDOUTS SUBMIT TO EBA
- Sept 25 – FINAL PPTS submitted to EBA

Thank you for helping to make this conference fantastic!

Speaker Signature Required:

Print Name: _____ Signature: _____

Session Title: _____ Session Date/Time: _____

Return to EBA at llevine@eba-net.org