

# Suffolk Academy

## Speaker Agreement and Guidelines

Thank you for agreeing to participate in a CLE program for the Suffolk Academy. This will serve to confirm the details of your presentation, and to provide you with necessary information for a successful program.

Session Name: \_\_\_\_\_

Anticipated Date and Time: \_\_\_\_\_

### Event Overview:

**A core goal of the program is providing actionable information and solutions the attendees can both understand and implement after the program.**

### Important Preparation Dates:

1). Pre-program Material: To create marketing copy we request that you provide the Academy Executive Director with the following at least ***two months prior to the anticipated program*** date:

- Your biography
- A high-resolution photograph
- The name and a description of the session (or your portion of the session)
- Signed Speaker Agreement and Guidelines

2). Program Material: To run the program, we request that you provide ***to the program coordinator*** at least ***two weeks prior to the program*** date:

- A timed outline of your presentation
- Your presentation materials [See ***Materials Guidelines***]

3). Special Requirements: Please advise the Academy ***one week prior to the program*** whether you will require any of the following:

- Powerpoint or other presentation
- Lapel microphone
- Easel/whiteboard
- Other special requests or special setup requirements for speakers or attendees



## Speaker Agreement

Kindly sign and return the speaker agreement to the Academy Executive Director three weeks prior to the program.

**Session Name:** \_\_\_\_\_

**Date and Time:** \_\_\_\_\_

WHEREAS the Suffolk Academy of Law is the educational arm of the Suffolk County Bar Association and is charged with the continuing legal education of attorneys at law as well as with providing programs and/or lectures for the benefit of the general public and with the knowledge that my efforts will be used for these purposes:

I hereby authorize THE SUFFOLK COUNTY BAR ASSOCIATION (Bar Association) and the SUFFOLK ACADEMY OF LAW (Academy), their licensees and assigns, to use my name, to record my picture and/or voice (on photographs, film, online media and/or tape), to make a written transcription of my lecture or presentation to distribute, license, sell or lease said written transcription and to distribute, license, sell, lease and/or broadcast my name, my appearance and/or voice in conjunction with the distribution, licensing, sale, lease and/or broadcast of the visual and/or oral recording of the program as a whole or of portions of the program. I acknowledge that the Bar Association and/or Academy own all rights to the aforementioned recordings and transcriptions.

I understand that should it prove necessary to edit the portion (of the video or audio recording or written transcription containing my presentation) other than merely omitting or rearranging portions of said recordings and transcriptions, the Bar Association and/or Academy will advise me of its intention and will seek my approval of the edited material prior to distribution of the recording(s) or transcription(s) in any of the ways described herein.

I understand this is an education program and not a solicitation of products and services. I further authorize the Bar Association and/or Academy, its licensees and assigns, to copy, distribute, license, sell and/or lease any and all written materials which were distributed as handouts and the above-referenced program.

I understand that the Academy may copyright the recordings and/or transcriptions which it has created and I authorize the Academy to do so. I hereby represent that I have not used, and shall not use in my lectures any materials in violation of the copyright laws.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[print name]

\_\_\_\_\_  
[date]



## CLE Presentation Guidelines

- **Written Materials:** Original written materials must be prepared for each program. Written materials must be submitted to the program coordinator **two weeks before** the program. The program coordinator is responsible for reviewing these materials to ensure that they meet the Academy's standards, and for providing them to the Academy Executive Director **at least one week before** the program. Materials will be distributed electronically to attendees in advance of the program.

- **Biography and Photo:** All speakers must provide a biography to the program coordinator for use in publicity and inclusion in the course book. Submission of a photo is also encouraged.

- **Teaching Technique:** Obtain information from the program coordinator about the format of the program, and tailor your teaching technique accordingly. Remember that even for a lecture presentation, audiences prefer that the instructor not simply read the presentation; be sure to use a style that teaches and that focuses on the learner. Be sure to speak loud enough and into the microphone so that the entire audience (and those viewing the webcast) can benefit from the information and guidance you impart.

- **Day of the Program:** Arrive well in advance of the program starting time (at least 30 minutes is suggested) so that final details can be reviewed and any last minute questions can be answered.

**Track Your Time:** Be sure that the progress you are making during the live event keeps pace with the number of credits advertised for the program. You **must** complete a full 50 minutes of instruction (inclusive of Q&A, but exclusive of introductions or other 'housekeeping' matters) for each credit hour. Be sure to speed up or slow down accordingly to track and keep to your time. Please be sure to end the program on time and to take scheduled breaks, particularly if the program is being webcast.

- **Webcasting/Recording:** Most Academy programs will be webcast live and recorded for later use. Speakers will be requested to complete the attached speaker authorization and consent to being recorded and to the use and sale of the recording and their materials by the Academy.

- Keep in mind that to obtain one CLE credit, **there MUST be at least 50 minutes of instruction offered for each credit hour of the program.**

### Presentation Do's & Don'ts:

1. **Speak into the microphone:** Even if people in the room can hear you without the microphone, it is necessary to speak directly into the microphones to ensure that the audio will be picked up on our recording equipment. Please remember to ask audience members who have questions to come to one of the room microphones to ask questions.

2. **Compromising Comments:** Refrain from making political, racial, or religious comments no matter how relevant they may seem to the topic.

3. **Voice Variations:** Please refrain from mocking, teasing, or critical tones in voice. Although this may seem necessary to help the audience identify with a behavior, we have found that most people find it offensive or distracting.



**4. Stick to the Presentation:** Online webcast participants and viewers of our audio and video recordings require the attendee to follow the proceedings in order to follow you. Be sure that you stick to your agenda and take the attendees through the presentation in an understandable and logical manner pointing out page numbers if you are referring to the printed materials.

**5. Intonation:** It is important that you connect with the attendee. Your voice will be as important as your content in communicating the value of your presentation to the audience. Make it both a fun and informative hour. Your audience will appreciate it.

**6. Thank your audience,** at the end, for attending.

#### **Cancellation**

- Your participation in this event is vital to the success of the program. Your signature and return of this letter serves to confirm your participation in this event.
- If you must cancel, please notify us no later than 30 days prior to the event. We ask that you provide or recommend an alternate speaker of equivalent expertise and caliber when possible.
- The Suffolk Academy of Law reserves the right to cancel the event at any time.

Thank you for presenting this program. The Academy expects this to be an outstanding event that provides unique and valuable actionable information to its attendees. Please sign this letter and return it to the Academy Executive Director. Please do not hesitate to contact the Academy by phone (631) 234-5588, if you have any questions regarding this presentation.

