



National Organization of
Research Development Professionals

Speaker Agreement

14th Annual Research Development Conference | April 24-28, 2022

Thank you for agreeing to present and attend the National Organization of Research Development Professionals (NORDP) 14th Annual Research Development Conference. Please download, complete, and return this form to administrator@nordp.org by February 15, 2022 to confirm your participation. By signing this agreement, you are acknowledging you have received and understand the roles and responsibilities outlined below and agree to meet the target deliverable due dates.

Please print legibly. All fields are required.

Speaker Information

Presenter Full Name: _____

Presenter Position Title: _____

Presenter Organization _____

Business/Mailing Address: _____

Business Phone: _____

Cell phone: _____ Email address: _____

(for use on the day of the event)

Presentation Information

Title of your Presentation (as submitted): _____

Type of Presentation (as submitted):

Please note that because of platform limitations, accepted Roundtable presenters can opt to present a Roundtable (with no cap on attendance) or a 60-minute oral presentation. Your final selection must be indicated here.

- | | |
|---|--|
| <input type="checkbox"/> Lightning Talk | <input type="checkbox"/> 90-minute oral presentation |
| <input type="checkbox"/> Lightning Storm | <input type="checkbox"/> Roundtable: Initial consent |
| <input type="checkbox"/> 20-minute pre-recorded video | acknowledging your acceptance of the |
| <input type="checkbox"/> 60-minute oral presentation | format change _____ |

Presentation Format *(select one)*: Meeting (breakouts) Webinar Recording

PowerPoint slides? Yes _____ No _____

Audience polling? Yes _____ No _____

Handouts to be downloaded by participants? Yes _____ No _____

NORDP 2022

Copyright and Permissions

My presentation(s) and accompanying documents contain either original materials or material owned by other authors from whom I've obtained permission. Thus, I take responsibility for materials I use, and I take responsibility for following copyright laws.

By presenting during the Conference, I give the National Organization of Research Development Professionals (NORDP) permission to record and share my presentation.

Speaker Terms

- I affirm that I understand I must register and pay the registration fee for the conference in order to present at the NORDP 2022 Annual Conference, April 24-28, 2022
- I understand that NORDP reserves the right to use my name, image, and presentation title in marketing material promoting the Conference on all platforms, including virtual platform for NORDP participants, NORDP website, conference app, social media, in print, and in online Conference proceedings.
- I agree my PowerPoint presentation and any handouts will be shared with all attendees once my presentation is uploaded.

Deliverables and Dates

Due by 2/15/22 (Roundtable presenters are requested to return this form by February 4)

- Return a signed copy of this letter to administrator@nordp.org.

Due by 3/15/22:

- Register for the conference (you will be sent a link when registration opens).

Due 4/4/22:

- Participate in Speaker Training Session (exact time TBD). In the training, you will be given detailed instructions on accessing the virtual platform, completing your speaker profile, prerecording your presentation if applicable, and uploading content. You are responsible for understanding the information that will be presented here.

Due by 4/4/22:

- Send a copy of your introduction (for use by moderators) to administrator@nordp.org.

Due 4/6 – 4/18/22

- Complete your Speaker Profile on the virtual platform.
- Upload your presentation with any poll questions and/or handouts to the virtual platform.

I have read and accepted this agreement.

Speaker signature: _____ Date: _____

Please return signed completed agreement to: administrator@nordp.org.