

Speaker Bio & Introductions:

- ✓ Neen's bio and headshots for promotional and program use can be found and downloaded at neenjames.com/resources
- ✓ Please inform Neen who will be introducing her one week prior to the event, in writing.
- ✓ If Neen provides an introduction, it is requested that the person introducing the Speaker reads the introduction as written.
- ✓ Any changes the Client would like to make to Neen's introduction need to be approved by Neen, in writing, no less than 24 hours prior to the event.

Sponsorship:

- ✓ Neen must be informed and must approve if the session is being sponsored by a company other than the Client.

Presentation:

- ✓ This is a copyrighted presentation. Neen is the owner of all rights, title, and interest in and to the topic, presentation materials, and the recording master, including the copyright.

- ✓ The Client has the right to replay the full presentation, in its entirety, for a period of six months beginning on the contracted event date. The presentation is to be available for registered and/or gated viewers only. Client does not have permission for any additional usage, or to resell or distribute the speaker's presentation without remuneration, written consent, and approval.
- ✓ The Client will not upload the presentation in part or in its entirety to any public website or social media platform.
- ✓ If the virtual program is pre-recorded, Neen will provide one recorded version of the presentation. The client may not make any edits to the file provided without written consent from Neen. Should the Client wish to receive multiple recordings or versions, or a reshoot, an additional fee will apply, and will be determined by the extent of the changes requested and the requested turnaround time.
- ✓ Neen does not provide the presentation deck in advance. If, however, it is needed for technical considerations, she is happy to provide upon request, within one week of the event date.

Presentation, continued:

- ✓ Neen enjoys chatting with participants so please make that available for her and allow time in the agenda for interactions. She happy to provide opportunities for audience participation in the form of chat interactions, polls, questions, and hot seats, depending on the presentation type and topic
- ✓ The Client is is responsible for ensuring that no other people or animations are active in the main view during the presentation, as they may distract the audience
- ✓ If you are using a mobile app for your event, please notify Neen in advance of the login so she can connect with your audience.

Client Agreement:**Initial:****AV Contact:****Phone Number:****Email:**