

Session Chair and Speaker Agreement

To preserve the collegial and interdisciplinary nature of the SAH Annual Conference, Session Chairs and Speakers chosen to present their papers at the SAH Annual Conference will commit to their participation upon notice that his or her session and paper has been accepted. Registration for the conference and payment of the basic non-refundable registration fee must be completed by August 30, 2013 as confirmation of your participation.

The benefits of a speaker agreement include:

- Recognition of research by peers
- **The speaker's personal and professional reputation as a resource for quality education and information will be maintained.**
- SAH will be recognized as an excellent, unbiased source of education for architects
- The AIA/CES Provider Network will support practice needs and maintain its stature and credibility with State Licensing Boards as a primary source for mandatory continuing education (MCE) for the architecture profession.
- Architects will continue to receive the quality education they have come to expect from AIA/CES Registered Programs.

To ensure these benefits are accomplished, I agree to the following terms:

- **A digital copy of the speaker's presentation must be submitted to SAH no later than April 14, 2014 to comply with AIA/CES Provider regulations.**
- Commit to participation upon notice that his or her session and paper has been accepted by registration for the conference and payment of the basic non-refundable registration fee by August 30, 2013. Deliver paper or chair session on scheduled date and time.
- Keep or establish current membership in SAH for the 2014 conference year
- Deliver the registered course (paper as part of panel) as approved by AIA/CES, without endorsement, bias, marketing or sales orientation.
- Recognize that any information and handouts distributed are done with the intent to reinforce the learning objectives for AIA/CES.
- Deliver the course as it relates to the learning objectives
- Strive to make presentation and materials as accurate, appropriate, and interesting as possible within the timeframe for which the panel is scheduled
- Speakers will abide by the Ethics of SAH and the AIA/CES Registered Provider System..

Conditions of participation:

If registration has not occurred and registration fees, that may include the membership fee to be current for the 2014 conference year, have not been paid, the Session Chair or General Chair will then contact an alternate speaker to fill your unconfirmed slot.

Between January 7th and February 15th, Speakers and Session Chairs may enhance their registration with tours, receptions, and additional activities that require advanced registration and/or payment. Those who receive Fellowships are paid at the conclusion of the annual conference when approved receipts have been submitted for reimbursement.

On January 7, you will be provided a link to make your hotel reservations. Save \$100 by staying at the conference hotel. SAH will need to charge an additional \$100 to the paid basic non-refundable registration fee for those not staying at the conference hotel and living outside a 75 mile radius of the conference city. Graduate students are exempt.

I understand that by checking this box and clicking "Submit," I am providing an electronic signature consenting to the above terms and conditions.