

# COPEC Speaker Agreement

On Behalf of the COPEC trustees and the entire COPEC Membership we wish to congratulate and welcome you into the COPEC organization.

With the understanding that we have the opportunity to make an impact in our community by volunteering our time and talents, the entire COPEC organization sincerely hopes that your time spent as a COPEC speaker becomes a rewarding experience for you and your organization.

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## **Speaker Expectations**

It should be recognized that any individual seeking to become a community speaker for COPEC will have a sincere interest and willingness to spend time in helping the COPEC organization achieve its mission to education the community and advocacy to the community at large.

## **Speaker Benefits**

- Community Philanthropy
  - The opportunity to support a community organization whose mission is to provide adult education.
  - Opportunity to speak and educate the public through pre-arranged venue agreements
- Networking / Company Exposure
  - Quarterly social and committee opportunities to network with other speakers
  - Speaker reference on the COPEC website
  - Speaker reference at COPEC attended events such as health fairs.

## **Speaker Responsibilities**

- Respond timely to speaking requests and any correspondence from COPEC management
- Contact Venues to verify any scheduled speaking engagements within 7 days of presentation
- Timely payment of Membership Dues 2x per year
  - 30 days late – Speaker may be removed from COPEC and position is open to be replaced without notice from COPEC
- Attend quarterly lunch meetings (expected but not required)
- Raise awareness of the COPEC Mission
- Nominate and help facilitate new Venues and Speakers to support COPEC Mission
- Support COPEC fundraisers including annual golf outing
- Login, submit, and actively manage speaker profile through COPEC website
- Provide the following:
  - Speaker's Bio
  - Contact information
  - Short write up of Speaker
  - Website address
  - Program topics with title and description
- Check website regularly to verify accuracy of information
- Inform COPEC of any changes or updates as needed

### Speaking Standards at COPEC Sponsored Workshops

- Introduce COPEC at the beginning of all workshop opportunities
- Other than proper introduction of the speaker and bio, there shall be no attempt to directly solicit attendees for product services for the outright promotion of the speaker's company
  - **NO PRODUCT OR SALES PITCH MAY BE GIVEN AT ANY TIME**
- Know the audience you are presenting to and be politically correct. Be tasteful and passive in dealing with program attendees.
- Other than workshop handouts, only COPEC materials can be distributed during the seminar
  - Business cards may be passed out after a program only if requested from attendee
  - Company specific material may be used if information is educational only. Material may not be about products or services. Material must be pre-approved by the COPEC Board as well as the venue.
  - **NO PRODUCT OR SALES MATERIAL MAY BE USED AT ANY TIME**
- Only COPEC Evaluation forms can be used for attendee feedback (unless requested by venue)
  - Forms collected need to be submitted to Executive Director after each event
- Members should always promote COPEC and its mission at COPEC sponsored programs whenever possible. Be an advocate of COPEC.
- **As a COPEC Speaker I will:**
  - At all times put the interests of the audience first and foremost
  - Continually strive to maintain and improve my knowledge and skill set with the subject presented
  - Avoid anything that would constitute a conflict of interest
  - Respect any confidential relationships that may arise
  - Comply with all regulatory requirements with your particular industry regarding presentations
  - Maintain the highest standard of personal and professional conduct

### Speaking Fees & Exclusivity Rights

- For Profit Speaker - Annual Speaker Fee: \$300.00 (\$150 due Semi-Annually)
  - Includes Industry Exclusivity
- For Profit Associate Speaker - Annual Speaker Fee: \$100 (\$50 due Semi-Annually)
  - No Industry Exclusivity
- Non Profit & Government Agencies Fee: \$0
  - No Exclusivity

The success of our organization is built on just a few yet very important principles, therefore, we ask you to subscribe to the following standards:

I, \_\_\_\_\_, agree to accept the conditions of a COPEC Speaker as described in the above statements.

On behalf of the company I represent, I approve COPEC's use of our logo to be used in all marketing material and website for the length of time I am a speaker representative of the council.

I agree to the Speaker Responsibilities and when speaking on behalf of COPEC, I agree to abide by the rules outlined in the "Speaking Standards at COPEC Sponsored Workshops."

I agree to hold the COPEC organization; its board and other Speaker organizations harmless from any and all claims, actions, judgments or any legal proceedings that may arise as a result of my involvement in COPEC sponsored meetings, events, or workshops.

\_\_\_\_\_  
Speaker Signature

\_\_\_\_\_  
Date