



## AHEPPP Presenter and Committee Registration Guidelines

Approved by the AHEPPP Board of Directors on April 9, 2024

The following policies are primarily developed to apply to presenters, sessions, and speakers involved in the AHEPPP: Family Engagement in Higher Education National Conference. However, these policies may be adapted and applied to additional AHEPPP events, workshops, and delivery of educational content through other programming developed by AHEPPP.

### Speaker/Presenter Categories

- **Invited Speaker:** This indicates a speaker invited by AHEPPP to present at the national conference, Spring Summits, or webinars. The speaker is typically a well-known/respected name in a content area, pedagogy, or relevant topic. Invited speakers are provided complimentary registration and could be compensated with additional funds.
  - **National Conference Pre-Conference Workshop/Institute:** Speakers will have their workshop registration waived. Speakers will be responsible for registering for the national conference.
- **Breakout Session Presenters/Co-Presenters:** Typically selected from submissions received during the Call for Proposals process and are vetted and scored by a volunteer committee. Representatives from exhibiting companies are eligible to submit proposals and may be selected to present; however, breakout sessions are required to be noncommercial, and there will be a limit on the number of sessions presented by a company selected through this process. This information must be disclosed if a presenter works in any capacity for an exhibiting company that sells to educators. Regardless of role, presenters in this type of session must be registered for the national conference as an attendee or with a company formally participating as a vendor.
- **Associate Partner Presenter:** AHEPPP Associate Partners may submit conference proposals and, if selected, present at the national conference. Presentations should be non-commercial and open to all conference attendees. If selected to present, associate partners and co-presenters must register by appropriate deadlines unless otherwise stated in a formal sponsorship agreement.
- **Sponsor/Vendor Presenter:** Certain commercial presentations are approved to be presented at the national conference through a sponsorship and/or vendor agreement. Regardless of role, presenters and co-presenters must register by appropriate deadlines unless otherwise stated in a formal sponsorship agreement.

### Committee and Board of Directors Guidelines

- **National Conference Committee Members:** Indicates a planning committee member approved by the Board of Directors. Committee members must register for the conference and may be provided a discounted rate. AHEPPP will not reimburse

committee members for lodging, travel, or meals associated with their attendance at the conference. Committee members will be asked to arrive at least a day before the conference date.

- **Site visit:** Committee Chair(s) will have their airfare reimbursed by AHEPPP. Accommodations may be provided complimentary by the hotel. Committee members will not be reimbursed for lodging, travel, or meals associated with the site visit.
- **Pre-Conference Workshop/Institute:** Committee members responsible for organizing the workshops will have their workshop registration waived. Chairs will still need to register for the national conference.
- **Spring Summit Committee Members:** Indicates a planning committee member approved by the Board of Directors. Committee members must register for the summits and may be provided a discounted rate. Due to the virtual nature of the events, no travel is required.
- **Board of Directors:** Indicates an incoming, current, or past AHEPPP Board of Directors member. Directors must register for Spring Summits, the national conference, and webinars. If attending the Pre-Conference workshop at the national conference, registration will be required unless they are an invited speaker. AHEPPP will not reimburse directors for lodging, travel, or meals associated with their attendance at the conference.
- **Founding Members:** Indicates a person who is a founding member of the organization. Founding members are provided complimentary registration to the national conference, including Pre-Conference workshops, Spring Summits, and webinars. AHEPPP will not reimburse members for lodging, travel, or meals associated with their attendance at the conference.

## **National Conference Breakout/Workshop Sessions and Speaker/Presenter Policies & Guidelines**

The following policies apply to AHEPPP National Conference Workshop Sessions and Presenters selected through the formal abstract proposal process. Some policies noted below do not apply to sessions offered through the approved Associate Partner strands, contracted vendor suites, and/or invited and contracted featured speaker sessions. Failure to abide by these policies may lead to corrective action being taken, including being removed from programming and prohibited from future AHEPPP events.

### **General Speaker/Presenter Policies**

- All sessions, regardless of type, must identify one individual or designee to serve as the primary presenter or be designed as the single point of contact. Correspondence will only be sent to the primary presenter, including scheduling, deadlines, and additional information. The primary presenter is responsible for communicating this information to any co-presenters (if applicable).

- All national conference presenters (including co-presenters) must register for the national conference as attendees or be registered with an exhibiting company as part of the booth staff by a date set and specified each year. Failure to register by the deadline may result in the removal of the presentation from the final program. Unless otherwise specified by Board action, presenters do not receive a complimentary or discounted registration due to the size of the conference and the number of workshops.
- Registered exhibitors or sponsors presenting will register employees based on the terms of their formal sponsorship or exhibitor agreement.
- Associate partners selected to present will register employees based on any formal sponsorship or exhibitor agreement terms. If an Associate Partner is not a sponsor or exhibitor, any presenters or co-presenters must register by appropriate deadlines to participate.
- By policy, AHEPPP does not allow participants under eighteen (18) to register for or attend events.

## **Commercial Activity Policies**

- All sessions, excluding those designated as vendor/sponsor sessions by separate contracts, must be noncommercial in nature. Specifically, this means attendees can access and use the information provided in a session without purchasing any materials or products. The primary purpose of the session should be educational, and there should be no call to action.
- Direct promotion and/or sale of a speaker's product, service, or monetary interest is prohibited outside the vendor area or areas designated explicitly by AHEPPP.
- Formal, wholesale collection of any attendee information, including, but not limited to, names, email addresses, and phone numbers, is prohibited outside of a presenting company's exhibit space and/or other areas determined acceptable by AHEPPP.
- Commercial vendors accepted for a breakout session presentation are highly encouraged to present with a practitioner.
- Any presenting company or organization with a commercial or financial interest in engaging with AHEPPP members must be represented at the event as an exhibitor and/or sponsor. For more information about how you can become a sponsor or exhibitor, contact the Executive Director at [membership@ahepp.org](mailto:membership@ahepp.org).
- Failure to abide by these non-selling policies may lead to corrective action being taken, including being removed from the national conference and prohibited from future AHEPPP events.

## **Presentation & Session Policies**

- Any presenter session may be featured in event marketing (i.e., social media posts, videos, and other promotional items). AHEPPP staff may contact presenters for further marketing information.
- Speakers shall not defame, slander, or libel any person, firm, or corporation and shall not denigrate AHEPPP, its programs, members, or representatives in any manner.

- To the best of their knowledge, all presenters confirm that all materials and content presented do not violate any proprietary or personal rights of others (including any copyright, trademark, and privacy rights), are factually accurate, and contain nothing defamatory or otherwise unlawful. All presenters confirm they have the authority to enter into the presenter agreement and have obtained all necessary permissions or licenses from any individuals or organizations whose material is included or used in the presentation.
- All presentation materials or supplies are the presenter's responsibility; reimbursements for materials or supplies will not be awarded to presenters.
- All presenters will be recognized in the national conference program or mobile app.
- Due to association liability and fire marshal regulations, AHEPPP must be notified of any unusual activities you may have planned (within the approved safety policies). AHEPPP reserves the right to deem certain activities inappropriate. If you are in doubt, please email [jennifer@ahepp.org](mailto:jennifer@ahepp.org).
- Rooms have an LCD projector, a screen, HDMI connection cords, access to general conference WiFi, and one microphone. Computers, computer sound, laptop audio connections, computer dongles, and specialized adaptors/connection cords are not supplied. Dedicated Internet bandwidth for presentations is not provided.
- All presenters confirm they have the authority and grant permission for AHEPPP to audio/video record the presentation and reproduce and distribute the presentation, including handouts and related materials provided by the presenter.
- All presenters confirm that they have the authority to and do grant AHEPPP and its agents, licensees, and employees a nonexclusive, worldwide, perpetual, royalty-free license to use, reproduce, modify, and distribute the content and intellectual property in connection with the program via any digital, electronic or print medium in connection with its distribution of the online courses/materials.
- All presenters understand that while presenters maintain intellectual property of the content presented and use of any original video submitted, AHEPPP will be the sole copyright owner of the recording once branded as part of the AHEPPP event and/or a recording created by AHEPPP and has the authority to distribute and sell it, along with any supporting materials, as part of the event and through other agreed upon uses. Upon request, AHEPPP will provide presenters with one complimentary copy of the branded recording; however, presenters agree not to sell, distribute, stream, or otherwise use the branded or AHEPPP-created recording in any way other than for personal, archival use, except with the prior written consent of AHEPPP.
- All presenters grant AHEPPP and its agents, licensees, and employees a nonexclusive, worldwide, perpetual, royalty-free license to publish, reproduce, or otherwise use their name, picture, likeness, comments, or voice for any lawful purpose in all media in connection with the program, and any agreed-upon future use of the recording.