



Thank you for your willingness to present at the virtual 2023 Design-Build for Transportation/Aviation Conference, March 13th-15th! We cannot serve attendees and members without your expert knowledge, experience, and contributions.

While you probably have speaking experience either with DBIA or elsewhere, please take the time to read through this brief speaker manual and agreement. All the information here has been created just for you—to help you get the most out of your experience and deliver an exceptional presentation.

Use the conference Speaker Service Center (SSC) as your primary guide. The SSC is a one-stop-shop that gives you access to important deadlines and resources. Please sign this Speaker's Agreement and Expectations and upload to the Speaker Service Center by January 30th, 2023.

## 1. Dates & Deadlines

All speakers MUST adhere to the dates and deadlines set in this schedule! Set reminders to help yourself remember when specific items are due.

- Accept the terms of this speaker manual and agreement by filling out the form below: January 30th
- Draft Presentation Slides (if applicable) Due February 13th
- Presentations Reviewed and Feedback (if any) to presenters Due February 23rd
- Final presentations Due March 1<sup>st</sup>  
*DBIA will withdraw session presenters from the program if we do not receive final presentations by the March 1st deadline.*
- Commit to be available **IN PERSON** in Seattle at a time slot determined by DBIA between March 13th-15th

## 2. Start engaging now on Twitter and other social media platforms

Tell your friends and colleagues you are attending! Follow Twitter username **@DBIANational** and hashtag **#dbiatranspo** for conference-related tweets, including announcements, deadlines, event information, and other news leading up to the conference. During the conference, that hashtag will be in use by attendees, so feel free to jump in or simply follow along!

## 3. Speaker Expectations and Guidelines

### Purpose

DBIA is committed to providing a friendly, safe, and welcoming environment for all, regardless of gender, sexual orientation, disability, ethnicity, or religion. These guidelines outline our expectations for participant behavior as well as the consequences for unacceptable behavior.

We invite all sponsors, volunteers, speakers, attendees, exhibitors, and other participants to help us realize a safe and positive conference experience for everyone.

All determinations of appropriate or inappropriate behavior are in DBIA's sole discretion and the decision of DBIA's representatives will be final.



## Representing DBIA

The following behaviors are expected and requested of all Conference speakers as you represent DBIA:

- Exercise consideration and respect in your speech and actions.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.

## 4. Copyright & Agreement

As a speaker for the 2023 Design-Build for Transportation/Aviation Conference, I agree to present the session as agreed upon and will **address the topic information as specified**.

I understand that it is my responsibility as a speaker to **submit all conference materials** by the requested dates. Materials provided to DBIA will not include any proprietary or confidential information.

- **Draft Presentations Due:** February 13, 2023
- **Final Presentations Due:** March 1, 2023

*DBIA will withdraw session presenters from the program if we do not receive final presentations by the March 1st deadline.*

I agree to use the Microsoft PowerPoint **presentation template** provided by DBIA to ensure consistent branding and a quality production of my presentation.

During my presentation, I **will not engage in any type of promotional marketing or selling** of any kind of product or service.

I agree to **notify DBIA immediately**, in the event that an emergency should prevent me from meeting my obligation as a speaker.

I consent to the **distribution of my presentation** to conference attendees in either print or electronic medium.

I grant to DBIA a **royalty-free license to record and distribute my presentations** (including audio, handouts, and PowerPoint presentations) as part of DBIA's Playback and free archived offerings, with appropriate attribution to me.

I grant to DBIA a **nonexclusive permission** to reproduce, make derivative works, publish, distribute, and/or sell the recording, transcript, and/or related materials of my presentation. I understand that this license does not prohibit me from using my presentation in the future in my own professional or personal work.

I warrant and represent that, to the best of my knowledge, nothing in my presentation **violates any personal rights of others** (including, without limitation, and any copyright or privacy rights); is factual and contains nothing libelous or otherwise unlawful.



I further warrant and represent that my presentation is my own **original work**, or that I have obtained all necessary licenses from any persons or organizations whose material is included or used in my presentation.

I will be **responsible for all expenses** that I incur. I understand that I will not receive royalty, honorarium, and reimbursement of expenses or other compensation from DBIA.

I **authorize DBIA to use my name, likeness, photographic image, biographical data** in connection with the use and promotion of the conference and my presentation.

I understand that **I retain copyright ownership of the content of my presentation**, and that the grant of this license does not prohibit me from using my presentation in any way or from allowing others to use it.

I represent and warrant that my presentations **do not violate any proprietary or personal rights of others** (including any copyright, trademark and privacy rights), is factually accurate, and contains nothing defamatory or otherwise unlawful. I have the full authority to enter into this agreement and have obtained all necessary permissions or licenses from any individuals or organizations whose material is included or used in my presentation.

## Speaker Agreement

After reading the Expectations and Guidelines above, please fill out the following form to accept the terms as outlined.

First Name\*

Last Name\*

Email

Confirm Email

## Agreement & Terms\*

I agree to the following:

By completing and submitting this form, I agree to adhere to the terms and guidelines mentioned in the Speaker Service Center and Speaker Expectations and Guidelines.

If you have questions, please email DBIA's Conference team at [conferences@dbia.org](mailto:conferences@dbia.org)