

## Global Conference on Sustainability in Higher Education Presenter Policies & Agreement

Thank you for presenting at the Global Conference on Sustainability in Higher Education (GCSHE). This virtual conference would not be a success without the dedication and support from leaders and experts in the field like you. To clarify our expectations for presenters and to help us deliver an exceptional conference experience, we have adopted the following policies and procedures, subject to change without prior notice. You must agree to these Policies and Procedures when submitting your RSVP to present, so please review them carefully.

1. All accepted presenters must register for the conference by September 16, 2022. Presenters who are not registered by this date will have their session canceled.
2. All presenters must abide by [GCSHE's Registration & Participation Policies](#).
3. All costs to attend the GCSHE are the responsibility of each presenter.
4. As a thank you for contributing to GCSHE, presenters receive a discount on registration (**must register by September 16, 2022**). The exact amount of the discount varies based on the location and status as a student as indicated on the [rates & categories page](#). Use the presenter access code provided to you via email to register. Only one discount can be applied to each registration.
  - a. If your campus is a Host Institution, please still register as a Presenter and input your Host Institution discount code at checkout.
5. Accepted presenters who are not able to present must notify AASHE staff by emailing [education@ashe.org](mailto:education@ashe.org). Canceled registrations will incur cancellation fees per [GCSHE's Registration & Participation Policies](#).
  - a. AASHE will charge presenters the appropriate attendee rate if a presenter is not able to present and has already registered using the presenter discount (unless they cancel their registration).
6. Expectations of presenters of [Live Sessions](#):
  - a. These 15 or 45 minute sessions include a live presentation and audience engagement, such as Q&A, breakout groups and/or polls. They are scheduled at a specific date and time during the live conference and will be available for viewing on-demand after the live broadcast has concluded.
  - b. Fit your session into the allotted time.
7. Expectations of presenters of [On-Demand Sessions](#):
  - a. These 15- or 45-minute pre-recorded presentations and typically include presenters from one or two institutions who share research findings, case studies and experiences about a specific topic.
  - b. Pre-record your presentation and [upload here](#) by **September 16, 2022**.
  - c. Log in to the digital chat associated with your presentation(s) at least once per day during the live portion of the conference to answer any questions or comments.

8. Expectations of presenters of [Networking & Discussion Sessions](#):
  - a. These 60-minute sessions are an opportunity for topical interest groups, regional networks and other affinity groups (e.g., engineers or community college representatives) to convene, network and discuss issues that are relevant to the group. They are interactive in nature and do not include a formal presentation. These live sessions will take place on a specific date and time during the live conference and will not be available for on-demand viewing after the session to maintain the privacy of attendees.
  - b. Fit your session into the allotted time.
9. You will provide AASHE with a digital copy of any presentation materials and grant AASHE an irrevocable, royalty-free, non-exclusive and perpetual license to use them.
10. You grant AASHE an irrevocable, royalty-free, exclusive and perpetual license to use the presentation recording, which may include your likeness, voice and slides.
11. You affirm that the presentation and any associated materials are your original work and that you have obtained any necessary copyright permissions and that AASHE's use of such file(s) will not infringe the rights of any third party, including but not limited to intellectual property rights, or any other rights protected by law (such as the right to privacy or right of publicity).
12. If a presenter's professional affiliation changes, the presenter must edit their profile to reflect this change in the conference virtual platform.
13. Presenters may make *minor edits* to accepted sessions via [this form](#) as long as they don't change the overall focus or session concept.
14. All sessions must be educational in nature. Presentations cannot be sales pitches. Advertisements of a product, service or memberships to outside organizations are not allowed. If you are a supplier of products or services, please be sure your session content is based upon a relevant topic, concept, or idea – not one of your products or services.
15. Registration, attendance at or participation in GCSHE and other activities constitutes an agreement by the registrant to the use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions and audiotapes of such events and activities by AASHE and other third parties, including but not limited to the online platform or streaming software utilized. Your registration may include technology that monitors your activities throughout the meeting, such as session attendance and booths visited.
16. The presenter hereby waives any right to inspect or approve the use of the presenter's names or the Presentation Materials or any other images or recordings or of any written copy related to the session. Presenter hereby releases, defend, indemnify and hold harmless AASHE, its Board of Directors, officers, employees or agents from and against any claims, damages or liability arising from or related to the use of the presenter's name or the Presentation Materials or any other images, recordings or materials related to GCSHE, including but not limited to claims of defamation, invasion of privacy, rights of publicity, copyright or trademark infringement, or any misuse, distortion, blurring, alteration, optical illusion or use in composite form that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.