



**HFMA Northern California Spring Conference
March 26-27, 2018
Sheraton Grand Hotel, Sacramento, California**

Speaker Agreement Form

Speaker Information

Please provide the following information, which we will use to register you for this conference

Name	_____	Title/Position	_____
Company/Institution	_____		
Office Phone #	_____	Email Address	_____
Cell Phone #	_____	<i>Your cell phone number won't be published. It is only to be used to contact you in case of an emergency.</i>	
Mailing Address	_____	City, State, Zip	_____
Office Contact Person (if applicable)	_____		
Contact's Phone #	_____	Contact's Email Address	_____

Agreement

The HFMA Northern California Chapter engages the Speaker and the Speaker accepts engagement to develop and present one or more education program at the 2018 Spring Conference.

The Speaker acknowledges and agrees to the following obligations:

1. Develop written content material for presentation at the 2018 Spring Conference.
2. Provide a balanced, non-promotional and objective presentation that does not imply endorsement by the chapter.
3. **Submit Speaker Information.** Speaker agrees to submit a biography as they would like it to appear on the conference website and marketing materials (200-word maximum), and a recent headshot within 1 week of the Agreement date.
4. **Provide an electronic version of the presentation by Thursday, March 1, 2018 to office@hfma-nca.org** for purposes of a group review of the presentation and loading the file to the laptop computer that will be used for the conference. The file will be converted to an Adobe PDF handout file for placement on the website or on the conference app. Access to the PDF file will be limited to the conference registrants only.
5. **Speaker is responsible for their own travel arrangements.** If Speaker wishes to have all or a portion of their travel expenses reimbursed, a request has to be made in writing via email to **Wende Weckbacher, Conference Chairperson** at wweckbacher@aol.com.
6. If an agreement was made for the chapter to reimburse the speaker's travel expenses, Speaker must submit their expense reimbursement within 60 days of the end of the conference. Expense reimbursement requests submitted after this timeframe will NOT be reimbursed. All expenses must be submitted using the form provided by the chapter with all corresponding expense receipts attached to the form. Failure to comply with this submission process will delay the reimbursement check.

Live Streaming/Webcast Disclosure

Our chapter has partnered with CalCPA to do a live streaming/webcast of the keynote address, finance sessions and a few education tracks for the purpose of providing education to HFMA and CalCPA members who cannot attend the conference onsite. The selected sessions will be recorded and may be accessed by the live streaming/webcast participants at a later time and/or offered by HFMA as an online education material or as a recorded webcast.

Speakers will be notified ahead of time if their education session will be featured as a live streaming/webcast event so they may adjust their presentation, remove any copyrighted information from their slides and/or secure the necessary clearance from their headquarters or general counsel.

HFMA Northern California Chapter agrees to these obligations:

- 1. Arrange for general audio/visual equipment required for the program, as requested by the speaker in writing. Please indicate your audio/visual requirements below:

_____ LCD projector and screen _____ Flip chart and markers
_____ Wireless lavalier microphone _____ Wireless handheld microphone
_____ Other: please specify

- 2. **Conference Registration** - the speaker will be provided a complimentary registration to this conference. Please indicate your registration choice below:

_____ I will attend the full conference _____ I will only be there for my presentation
_____ I will attend on Monday (March 26) only _____ I will attend the Social/Dinner event
_____ I will attend on Tuesday (March 27) only

Termination

Either party may terminate the agreement by giving the other party 30 days written notice.

For the HFMA Northern California Chapter:

Tammy Trovatten, Chapter President

Printed Name

Tammy Trovatten

Signature

11/6/2017

Date

Speaker:

Printed Name

Signature

Date

Please return the signed document via email to office@hfma-nca.org