



Conference Speaker Agreement

This Conference Speaker Agreement (this “Agreement”) is made effective and entered into as of the date last signed below (the “Effective Date”), by and between (i) The Michigan Society for Healthcare Planning and Marketing, a Michigan non-profit corporation having a registered address of 6215 W. St. Joseph Highway, Lansing, Michigan 48917 (the “MSHPM”), and _____ (the “Speaker”), regarding a presentation to be given by the Speaker for MSHPM as more fully detailed below.

1. Conference Details:

Conference Date: _____ Conference Time: _____

Conference Location: _____

2. Speaker Registration at Conference:

- Complimentary registration to the conference will be provided to Speaker.

3. Speaker Information:

- Speaker agrees to provide a short biography and a digital headshot in .jpg format. The biography should be approximately 150 words describing the Speaker’s professional background and accomplishments. The biography will be used to introduce the Speaker, and both the biography and headshot will appear in conference materials. The Speaker will email their biography and headshot to MSHPM’s Ann Mazure: amazure@oaklawnhospital.com at least fourteen (14) days prior to the date of the conference.
- The Speaker will submit a clean copy of their PowerPoint slides to MSHPM at least fourteen (14) days prior to the date of the conference.
- Each page of the submitted PowerPoint audiovisuals must be numbered.

- MSHPM will not reimburse for materials that have been reproduced by the Speaker unless discussed and approved in writing in advance by MSHPM.

4. The Speaker requires the following equipment:

___ Computer & Projector ___ Internet Connection ___ Laser Pointer
___ Microphone ___ Podium ___ Lavalier Microphone

5. Speaking Engagement Conflict:

- If for any reason Speaker is unable to speak at the conference, Speaker will provide written notification to MSHPM immediately and Speaker will use their best efforts to provide a technically competent replacement presenter that is acceptable to MSHPM.

6. Expenses and Other Financial Considerations:

- MSHPM will reimburse Speaker up to seven hundred fifty dollars (\$750.00) for travel related expenses. Travel related expenses will only include the following: (i) round-trip economy class airfare, (ii) hotel, (iii) economy class rental car (or taxi fare), and (iv) meals. In order to receive reimbursement, Speaker must submit an itemized invoice along with original (or copies of the original) receipts for all travel related expenses to MSHPM's Ann Mazure within thirty (30) days after the date of the conference.
- Any expense item not specified above is expressly **excluded** from reimbursement. This includes, but is not limited to, first class airfare, room service, phone calls, laundry, dry cleaning, in-room movies, entertainment, and limousines.
- Should Speaker wish to bring staff to the conference, this must be discussed with and approved in advance, and in writing, by the MSHPM's President. Any additional staff will travel at their own expense, unless approved in advance and in writing by the MSHPM's President.

7. Use of materials:

- Speaker grants MSHPM the permission to distribute its PowerPoint presentation to its members that have registered for the conference.
- Speaker grants MSHPM the permission to post its PowerPoint presentation on its website: www.mshpm.org.

- Speaker does **NOT** grant MSHPM the permission to distribute the PowerPoint presentation to its members that have registered for the conference.

- Speaker does **NOT** grant MSHPM the permission to post its PowerPoint presentation on its website: www.mshpm.org.

8. Entire Agreement:

- This Agreement constitutes the entire agreement between the parties relating to the subject matter hereof.

9. No Assignment:

- Speaker may not assign this Agreement unless they obtain the prior written consent of MSHPM.

10. Governing Law & Jurisdiction:

- This Agreement shall be subject to and interpreted under the laws of the State of Michigan, exclusive of its conflict of law provisions. The parties agree to submit all disputes to the exclusive jurisdiction of the courts in Michigan.

Should you have any questions, please do not hesitate to contact MSHPM's Ann Mazure at 269-789-7029 or email at amazure@oaklawnhospital.com. We look forward to seeing you at the conference!

[signature page follows]

Please fax, mail, or e-mail an executed version of this Conference Speaker Agreement to:

The Michigan Society for Healthcare Planning and Marketing

Attn: Ann Mazure

329 Westbrook Court

Marshall, MI 49068

SPEAKER HAS READ AND UNDERSTANDS THIS AGREEMENT, AND AGREES TO ABIDE BY THE CONDITIONS CONTAINED THEREIN.

IN WITNESS WHEREOF, the Speaker and MSHPM have caused this Agreement to be executed as of the Effective Date.

For and on Behalf of:

THE MICHIGAN SOCIETY FOR HEALTHCARE
PLANNING AND MARKETING
("MSHPM")

("Speaker")

By: _____

By: _____

Name John Berg

Name:

Title: President, MSHPM

Title:

Date:

Date: