

Pennsylvania Association of Criminal Defense Lawyers

COURSE PRESENTER LETTER OF AGREEMENT

1. I agree to present the following program:
 - a. Program Title: _____
 - b. Name of Seminar/Conference: _____
 - c. Date: _____
 - d. Session time: _____ to _____
 - e. City and State: _____
2. My session shall accomplish the following learning objectives and information/topics requested by PACDL and agreed to by me: _____

3. I agree to comply with all program-related deadlines provided to me by PACDL, including but not limited to deadlines for bios, written handouts, presentation materials, and AV requests, *inter alia*.
4. During my presentation, I will not engage in any type of promotional marketing or selling of any product or service, and I will not disparage PACDL in any way.
5. I agree to notify PACDL's seminar/conference manager immediately in the event that an emergency should prevent me from meeting my obligation as a course presenter.
6. I grant to PACDL a royalty-free license to use, reproduce and distribute my presentation (including all handouts and PowerPoint presentations) in any way in the future, with appropriate attribution to me. I understand that this license does not change the fact that I retain copyright ownership of my presentation, and does not prohibit me from using my presentation in any way or from allowing others to use it.
7. I agree to use the PowerPoint and handout templates and logos provided to me by PACDL for any PowerPoint presentation and/or handouts I may utilize in connection with this or other PACDL programs.

8. To the best of my knowledge, my presentation does not violate any proprietary, intellectual, or personal rights of others (including 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.

9. I authorize PACDL to use my name, likeness, photograph, and biographical data in connection with the use and promotion of the program. Attendance at, or participation in PACDL meetings and activities constitutes my agreement to the use and distribution of my image, name, likeness, or voice in photographs, videotapes, electronic reproductions and audiotapes of such events and activities by PACDL without my further express written permission. PACDL may use the photograph/video in publications or other media materials produced, used or contracted by PACDL including brochures, magazines, websites, invitations, etc. By participating in a PACDL training, I agree to release, defend, hold harmless and indemnify PACDL from any and all claims involving the use of my photograph or likeness.

10. I provide consent for PACDL to record my presentation in audio and/or visual form. I understand that PACDL will be the sole copyright owner of the recording and can distribute and sell it, along with any supporting materials. Upon request, PACDL will provide me with one complimentary copy of the recording, however, I agree not to sell, distribute, stream over the Web, or otherwise use the recording in any way other than for my personal, archival use, except with prior written consent of PACDL.

11. I will be responsible for travel arrangements, hotel, parking and incidental expenses that I incur. Upon request, PACDL shall reimburse reasonable overnight hotel, parking and mileage costs if travelling from home to the training site is more than 75 miles and my presentation begins at 9:00 a.m. or earlier. I understand that I am responsible for any and all registration fees associated with the seminar that I am presenting if I want to attend any or all sessions above and beyond the session at which I am presenting. I understand that I will not receive any royalties, honoraria, reimbursement of expenses, or other compensation from PACDL in connection with the program or the rights granted above. By signing this Course Presenter Letter of Agreement, and based on mutual consideration, I understand and agree to the above terms and conditions.

12. PACDL shall submit CLE training credits to the CLE Board no later than 30 days from the date of the seminar if I complete, sign and return PACDL's evaluation and attendance forms at the conclusion of my session.

Course Presenter Signature

Printed Name

Date