



ARIAS·U.S. Speaker Policy

Registration

To ensure appropriate preparation of event materials and the ability for speakers to receive continuing legal education (“CLE”) credits, all speakers and moderators at ARIAS·U.S. conferences, seminars, workshops, and webinars must register for the event. This requirement applies regardless of whether the speaker is attending any panels beyond the panel(s) on which they are speaking.

Fees

For ARIAS·U.S. conferences, all speakers must pay the conference registration fee. Non-member speakers and moderators will receive the member registration rate as a benefit of their participation. Exceptions to this rule must be requested in advance of the conference and require approval of the ARIAS·U.S. Board of Directors.

For seminars, workshops, and webinars, speakers are not required to pay the registration fee. Rather, speakers will be provided with a discount code to cover the registration fee.

CLE and Speaker Information

To ensure CLE credit for attendees, all panels must meet the following criteria:

- Panels must be at least 60 minutes long.
- Speakers must submit a timed outline and supporting materials sufficient for CLE credit in advance of the date of the panel presentation as directed (see "Written Materials" below).
- Speakers must adhere to all deadlines for submitting CLE materials, PowerPoints, headshots, and bios (150-word maximum). Missing deadlines may result in exclusion from the program book or cancellation of the panel.

Written Materials

ARIAS·U.S. is an accredited provider of CLE credits in NY and PA, also applies for MCLE credits in Illinois. To qualify for CLE credit, all panels must provide written materials. Acceptable materials include:

- Detailed PowerPoint
- Detailed outline with citations, and/or
- Relevant statutes, articles, or other materials that qualify as CLE supporting materials

Additionally, written materials must be thorough, high quality, and timely. Please be sure to note any copyrighted items included in your presentation or written materials and confirm that you have permission to use them. Each speaker represents and warrants that the speaker’s written materials

and slide deck presentation (“Written Materials”) do not infringe on the rights of any third-party, including intellectual property rights of a third-party. Each speaker represents and warrants that they have the power and authority to license the Written Materials to ARIAS·U.S. free of any claims and encumbrances of any kind.

Presentation

For plenary sessions at conferences, ARIAS·U.S., in coordination with the conference venue’s audio-visual (AV) vendor, will provide a laptop for speaker presentations, a projector and screens, and a podium and/or table with microphones. For breakout sessions at conferences or for seminars, workshops, and webinars, please inquire about the AV that will be provided.

Speakers must speak directly into the microphone so that the audience can hear the speaker’s presentation.

Use of Names for Speaker and Company

By agreeing to present, each speaker agrees that their name and/or company/firm logo may be used by ARIAS·U.S. in promotional materials for the event and the event agenda.

Morals Clause

If at any time, in the opinion of ARIAS·U.S., a speaker becomes the subject of public disrepute, contempt, or scandal that affects the speaker’s image or goodwill, then ARIAS·U.S. may, upon written notice to the speaker, immediately suspend or terminate a speaking engagement, in addition to any other rights and remedies that ARIAS·U.S. may have at law or in equity.

Notices

All notices provided to ARIAS·U.S. for this Policy must be given in writing and transmitted by electronic mail to info@arias-us.org or by personal delivery or certified mail, return receipt requested, postage prepaid, addressed as follows: ARIAS·U.S., Inc., 222 South Riverside Plaza, Suite 1870, Chicago, Illinois 60606. All notices provided to speakers for this Policy must be given in writing and transmitted by electronic mail to the email address provided by the speaker.

Notices of Changes to Speaker Policy

In the event of any change to the ARIAS·U.S. Speaker Policy, notice will be posted on the ARIAS·U.S. website. Any changes to this Speaker Policy will become effective when we post the revised Speaker Policy on the ARIAS·U.S. website. Your participation following these changes means that you accept the revised ARIAS·U.S. Speaker Policy.

If you have any questions about this Policy contact info@arias-us.org