

## OSCPA Speaker Manifest

**Thank you for agreeing to speak at an upcoming virtual conference. Please take the time to read the key information related to your participation in this event.**

OSCPA is deeply committed to fostering a diverse and inclusive environment. We expect our speakers to model that commitment while participating in OSCPAs-hosted events. Comments, behaviors, or actions that are hostile or disrespectful (e.g., misogynistic, xenophobic, homophobic, bigoted, et.al) will not be tolerated.

### Speaker Expectations

*To ensure that our learners have a quality experience please review the speaker expectations noted below. We can help you with incorporating interactivity into your presentation if desired.*

- We expect our speakers to always conduct themselves professionally. As such, speakers will refrain from social or political commentary unrelated to the session topic. When social or political commentary is incorporated because of the nature of the session, it will be delivered in a way that adheres to OSCPAs commitment to diversity and inclusion.
- Create content that is timely, relevant, engaging, and devoid of sales pitches or excessive self-promotion.
- Do not promote non-OSCPA learning events or learning materials.
- Structure introduction, questions, and activities to encourage active learning of the material by encouraging attendees to ask questions, share experiences, and engage in discussions with peers, keeping energy level up throughout the presentation.
- Provide actionable takeaways for participants.
- Review event details and session description and submit presentation materials in accordance with deadlines indicated by OSCPAs staff.
- Begin and end your session on time. We ask speakers log into their sessions 30 minutes before the designated start time. We also ask that you use the full allotted time for your session. An early conclusion to a session could affect attendees' CPE credit hours.
- Try to get through attendee questions as much as possible during your session, otherwise be prepared to answer remaining questions via email post event.
- Evaluation results for all sessions from the conference will be shared with speakers post event via email. Please let OSCPAs staff know prior to the conference if you wish to have your feedback removed from the comprehensive data distributed. We ask that you review evaluation scores and comments and strive for constant improvement.
- OSCPAs has permission to make a video and/or audio recording of your presentation(s) and shall own all copyright and other intellectual property rights in and to the recording(s). OSCPAs may make, use, disseminate, and sell reproductions of any and all recordings as it sees fit, without paying any compensation or

remuneration to subject matter expert (SME). OSCPA has no obligation to use or sell the recording(s) and materials, and accordingly may stop selling and/or distributing the recording(s) and materials at any time.

- OSCPA may use SME's name, likeness, portrait, picture, biographical material, and appearance to advertise and publicize the recording(s) and/or the materials.
- Speakers must have permission for any content not created yourself. OSCPA is not responsible for infringements to any copyright material contained within your presentation or presentation materials.

### **Agreement to Terms and Conditions**

By agreeing to speak at OSCPA's virtual conference you are agreeing your presentation is factually accurate and to adhere to the above terms and conditions. OSCPA reserves the right to dismiss you of your speaking duties at any point if you are in violation of our agreement.