

Speaker Agreement



Instructions:

To maintain IIBEC's standards for Education Programs, all Speakers are required to agree to abide by the terms outlined within this document.

As a Speaker (presenter, facilitator, instructor), I agree to:

I. General Requirements

1. Abide by the IIBEC [Code of Ethics](#).
2. Comply with IIBEC Continuing Education Standards.
3. For programs certified for AIA Learning Units, comply with AIA Continuing Education Standards.
4. Provide IIBEC Education Staff any/all required post-education program documentation, including attendance records and evaluations, if/as required.

II. Professionalism

1. Communicate with IIBEC Education Staff regarding Speaker role and logistics expectations.
2. Adhered to all communicated timelines, deadlines, and document submission deadlines.
3. Arrive 30 minutes prior to the session/program start time when speaking at an in-person learning program, be prepared with all tools and necessary materials.
4. Utilize best practices in Adult Education teaching/training methodology, including implementation of methods to engage learners, provide feedback, and create an inclusive learning environment.
5. Deliver the program for the agreed-upon duration/timeframe.

III. Delivery of Content

1. Deliver the course without any endorsement(s), bias, marketing, or sales orientation.
2. Ensure that any company logos, product names, and branding, other than IIBEC related, is not added to any education program content, presentation (including handouts), or other materials.
3. Ensure that during the education program, there is no discussion of prices or price levels (which are prohibited), nor any elements of a company's operations which might influence price.
4. Ensuring alignment of the content to the program's learning objectives and desired outcomes.
5. If delivering an IIBEC Education Course, utilize only the current IIBEC Education Course materials (PowerPoint slides, speaker notes, references/resources, etc.) provided for use by IIBEC. IIBEC Education Course content/materials should not be altered (i.e., Speakers shall not add to, delete from, and/or modify PowerPoint slides, references/resources, speaker notes, or any other aspects of the content without express written permission from IIBEC).