



## 2021 Ohio Educational Technology Conference Presenter Terms and Conditions

### **Ownership of Deliverables / Release**

As a Presenter at the Ohio Educational Technology Conference, I understand that I am solely responsible for the content of my Presentation, and as such, I provide the following representations and warranties:

- 1) That the content and material in the presentation is original and is being presented with the sole purpose and intention of the education and professional development of attendees of the conference;
- 2) I have taken reasonable measures to ensure that the content and material being used in the presentation does not violate any proprietary or personal rights of others (including any copyright, trademark and privacy rights), and, if necessary, have obtained all necessary permissions or licenses from any individuals or organizations whose material is included or used in my presentation;
- 3) That I have made all reasonable efforts to ensure that the content and materials used in the presentation are factual and accurate; and
- 4) That the content and materials in the presentation, as well as my statements during the presentation, do not defame or disparage any person, product or service.

I agree to release and hold harmless the Ohio Department of Higher Education, the Ohio Educational Technology Conference, and the State of Ohio, from any and all third party claims, liabilities, loss, damages, claims, or actions for intellectual property rights infringement and/or bodily injury and/or property damage arising out of facts which constitute a breach of the aforementioned warranties or from participation at the Ohio Educational Technology Conference.

As a Presenter, I understand that I retain ownership of the content and materials of my presentation, and that presenting at OETC does not prohibit me from using my presentation in any way or from me allowing others to use it.

Additionally, I grant the Ohio Educational Technology Conference, the Ohio Department of Higher Education, and the State of Ohio a royalty-free license to record, store, distribute, and use my presentation and its components (including video, audio, handouts, digital presentation materials including PowerPoints, as well as my name, image, and likeness) for both educational and professional development of event attendees, and for marketing and advertising in the promotion of OETC and other ODHE and State initiatives.



**Commercial Content** Ohio Educational Technology Conference educational sessions submitted in the Call for Sessions are learning experiences and are non-commercial presentations. Sessions are not to be used for direct promotion or “Selling from the Podium” of a specific product, service or other self-interest of the presenter. Products and services may be discussed in a session from the point of view of implementation, insight from an end-user, lessons learned, or any non-commercial point of view. Current and potential OETC exhibitors and sponsors and their representatives are not to participate in the Call for Sessions or in OETC educational sessions for promotional purposes. Exhibitor sessions are submitted through a separate process. OETC reserves the right to disqualify, cancel, and/or remove sessions from the Call for Sessions and the programming schedule, if OETC, in its sole discretion, deems the session to be commercial and/or for the promotion of a product or service, or if the session is being presented on behalf of an existing or potential exhibitor or sponsor of OETC.

### **Virtual Presenter and Session Equipment**

Virtual Presenters are required to provide their own presentation device, capable internet, and applicable accessories (i.e. headphones, microphones, laptop, tablet or any other device needed) for all sessions.

### **Session Notifications**

Notifications of the status of each Session Proposal will be sent via email to the Submitting Virtual Presenter only. Session notifications will show proposals as accepted, wait-listed, or declined.

### **Accepted Sessions and Scheduling**

Once OETC has scheduled all accepted sessions, the Submitting Virtual Presenter of an accepted session proposal will be notified via email of their scheduled session time(s). Included in this email will be instructions on how to accept/reject the scheduled time and applicable deadlines. While OETC cannot guarantee their fulfillment, we do strive and make every effort to accommodate special requests.

In the event the session acceptance process is not completed by the Submitting Virtual Presenter by the given deadline, OETC reserves the right to remove the session from the schedule and replace it with a wait-listed session.

### **Virtual Presenters Registration and Participation**

The Submitting Virtual Presenter of each accepted session receives one complimentary registration for #OETC21. This complimentary conference registration is non-transferable. However, if an accepted submitting virtual presenter had registered as an attendee prior to being accepted as a virtual presenter, they may request to transfer their attendee registration to another attendee or request to receive a full refund of monies paid, if applicable.

Additional virtual presenters of accepted sessions must have an account and registration for #OETC21 in order to participate in the sessions. It is the responsibility of the submitting virtual presenter to share communications from OETC regarding session



status', scheduling, and registration with additional presenters to ensure timeliness and completion of these items. OETC will not schedule or complete any pre-recordings with any accepted virtual presenters or additional presenters that have not registered properly for #OETC21.

OETC expects all #OETC21 participants to comply with all public health and safety protocols and directives in place considering the COVID pandemic. Therefore, for the safety of all OETC accepted virtual presenters, all virtual presenters must present and pre-record from separate devices.

**Session Handouts, Slides, and Additional Materials** If your session proposal is accepted, you will receive specific instructions via email to upload *.pdf* copies of session handouts, slides, or other session materials to make them available to conference attendees. It is your responsibility to ensure you have uploaded your documents by the deadline provided by OETC in order to make sure they are available for attendees the week of conference.

**Session Cancellations** Once a session is scheduled, it is the responsibility of the Submitting Virtual Presenter to notify OETC at [present@oetc.ohio.gov](mailto:present@oetc.ohio.gov) if a session must be canceled for any reason. In the notification, please be sure to include the session title, date and time of session, and the Virtual Presenter's name. Failure to notify OETC of a session cancellation, or failure to present a session at its scheduled time, may disqualify the Virtual Presenter from being considered to present at future Ohio Educational Technology Conferences.

**Schedule Changes** At its sole discretion, OETC reserves the right to make any changes to the Conference schedule prior to the event and during the event. OETC agrees to give advance notice of any schedule changes to the Submitting Virtual Presenter if time permits, but assumes no liability for changes, additions, or deletions to the Conference schedule.

**Student Participation** Student participation is not permitted at #OETC21 without prior permission being requested and approved, in writing by the Ohio Educational Technology Conference Director. Once approval has been obtained, permission slips, waivers, authorization forms from parents and/or legal guardians of the minors, as well as permission from districts/institutions/organizations, are the responsibility of the adult virtual presenter. The adult virtual presenter understands and agrees that all minors are considered to be in their care and custody at all time, therefore, the adult virtual presenter is responsible for the direct and complete supervision of all participating minors. The adult virtual presenter and their participating group agree to release and hold harmless the Ohio Department of Higher Education, the Ohio Educational Technology Conference, and the State of Ohio, from any and all liability, loss, damages, claims, or actions for bodily injury and/or property damage arising out of participation at the Ohio Educational Technology Conference.