Email this completed form to Babcock Davis at marketingbd@babcockdavis.com prior to presenting your first course.

Presenter Speaker Agreement

This speaker agreement is designed to maintain the highest quality educational standards.

Presenter Name:	Date:
Presenter's Email:	Presenter's Phone:

List Course Number(s): **IBD07C**

List Course Title(s): Life Safety with Rooftop Accessories

The benefits of a speaker agreement include:

- o The Presenter's personal and professional reputation as a resource for quality education and information will be maintained.
- o The Provider organization will be recognized as an excellent, unbiased source of education for architects.
- The Provider Network will maintain its stature and credibility with State Licensing Boards as a primary source for mandatory continuing education (MCE) for the architecture profession.
- o Architects will continue to receive the quality education they have come to expect from AIA/CES Registered Programs.

To ensure these benefits are accomplished, I agree to:

- 1. Deliver the registered course, as approved by the applicable associations (E.g. AIA/CES, RCEP, GBCI, etc.) without endorsement, bias, marketing or sales orientation.
- 2. Ensure that company logos, product name, and branding are limited to the first and last slides only of any presentation.
- 3. Recognize that any information and handouts distributed are done with the intent to reinforce the learning objectives.
- 4. Defer product and proprietary specific questions for discussion either before or after the course has concluded.
- 5. Deliver the course as it relates to the learning objectives.
- 6. Promote all programs accurately and consistently with language approved by the applicable associations.
- 7. Strive to make presentation and materials as accurate, appropriate, and interesting as possible within the timeframe for which the course was registered.
- 8. Ensure that the Quality Assurance slides are included and reviewed with participants during all PowerPoint presentations. If not a PowerPoint, slides must still be reviewed with participants orally.
- 9. Make participants aware their attendance is required for the entire program in order for credit to be issued. Partial credit is not given.
- 10. Collect accurate Course Attendance for submittal to the POC within the mandatory 2 days for submission to the applicable organizations.
- 11. Speakers will abide by the ethics of the applicable organizations with which their course is registered (E.g. AIA CES Registered Provider System

Your signature below indicates that you have read, understand, and agree to abide by the terms listed above.

I understand that my compliance is essential to my organization's continued success and participation in delivering continuing education programs. Agreed:

Name

(print)

Signature