

# 2021 Professional Development Institute

## Speaker Letter of Agreement

Name: \_\_\_\_\_

1. I agree to present the following program(s):

- a. Program Title(s): \_\_\_\_\_
- b. Date(s): \_\_\_\_\_
- c. Time(s): \_\_\_\_\_ to \_\_\_\_\_
- d. City & State: Washington, DC
- e. The session will cover the information and topics contained in the description of the session and agreed to by me.

- 1. I agree to comply with all program-related deadlines provided to me by NALP and ALI CLE, including but not limited to deadlines for handouts, AV requirements, biographies, etc.
- 2. I agree to notify NALP immediately in the event that an emergency should prevent me from meeting my obligation as a speaker.
- 3. I grant to NALP and ALI CLE a royalty-free license to use, reproduce and distribute my presentation (including all handouts and PowerPoint presentations) in any way in the future, with appropriate attribution to me. I understand that this license does not change the fact that I retain copyright ownership of my presentation and does not prohibit me from using my presentation in any way or from allowing others to use it.
- 4. During my presentation, I will not engage in promoting, marketing, or selling of any product or service, and I will not disparage NALP or ALI CLE in any way.
- 5. To the best of my knowledge, my presentation does not violate the proprietary or personal rights of others (including any copyright, trademark or privacy rights), is factually accurate, and contains nothing defamatory or otherwise unlawful. I have the full authority to enter into this agreement and have obtained all necessary permissions or licenses from any individuals or organizations whose materials are included or used in my presentation.
- 6. I authorize NALP and ALI CLE to use my name and biographical data in connection with the use and promotion of the program.
- 7. I understand that printed materials (handouts) are mandatory for all approved accepted sessions.
- 8. ☐ I am a licensed lawyer.  
☐ I am not a licensed lawyer.  
(We need this information to consider your session for New York CLE credit. The CLE rules in New York allow credit only for sessions led by at least one licensed lawyer, from any jurisdiction.)

By signing this Speaker Letter of Agreement, and based on mutual consideration, I understand and agree to the above terms and conditions.

\_\_\_\_\_  
Speaker Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Please send signed agreement by July 30 to Meaghan Hagner  
at [mhagner@nalp.org](mailto:mhagner@nalp.org).