

2025 NALP Annual Education Conference

Member Speaker Letter of Agreement

Name: _____

1. I agree to present the following program(s):
 - a. Program Title(s): _____
 - b. Date(s): _____
 - c. Time(s): _____
2. I agree that the session will cover the information and topics contained in the description of the session in the proposal with any amendments provided by the Conference Planning Team.
3. I agree to provide at least one handout by the March 21 deadline.
4. I agree to comply with all program-related deadlines provided to me by NALP, including but not limited to deadlines for handouts, biographies, etc.
5. I agree to notify NALP immediately in the event that an emergency should prevent me from meeting my obligations as a speaker.
6. I grant to NALP 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.
7. During my presentation, I will not engage in promoting, marketing, or selling of any product or service, and I will not disparage NALP in any way.
8. 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.
9. I authorize NALP to use my name and biographical data in connection with the use and promotion of the program.
10. I understand that both NALP members and non-members may be a part of the audience. The NALP Annual Education Conference is a public forum, allowing for a free exchange of ideas. I acknowledge that my remarks could be cited by others, including the press, without my knowledge or permission.
11. Please check the appropriate response below:
 - a. _____ I am a licensed lawyer.
 - b. _____ I am not a licensed lawyer.

(NALP needs 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.)
12. I will be responsible for all conference registration fees and expenses that I incur in relation to this program. I understand that I will not receive any royalties, honoraria, reimbursement of expenses or other compensation from NALP in connection with the program or the rights granted above.
13. I understand that it is anticipated that this will be an in-person conference, and I agree to adhere to all COVID-19 meeting protocols set forth by NALP and the city of Cleveland.

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 September 27 to Meaghan Hagner at mhagner@nalp.org.