Instructions

Thanks for offering to speak at **ApacheCon US 2003**! This is your speaker information package. It includes the speaker agreement, a book reference form, and information about registering and making travel/hotel arrangements. **Please read it completely.**

Here are the things you need to do:

1. Read, sign, and fax the speaker agreement (pages 2 through 5) to **+1 818 764 9321** .
2. **DON'T** contact the hotel for your lodging arrangements! They won't know to put your room on the master bill. See the last few pages for instructions on this and arranging your travel. Please email this information to **speaker-travel@apachecon.com**.
3. Log on to the ApacheCon site and make sure your information (telephone numbers, email and surface mail addresses, *et cetera*) is all correct. Choose the 'edit personal details' link after logging on.
4. While logged on to the ApacheCon site, choose the 'register for ApacheCon US 2003' link from the attendee options page, and go through the registration process. You should see a speaker discount note reducing the conference registration fee to US$ 0; if you don't, please let us know by sending mail to **planners@ApacheCon.Com**.

Also, make your travel and lodging arrangements as described at the end of this package.

Thanks again! We look forward to seeing you in Las Vegas, Nevada!

ApacheCon US 2003 Speaker Agreement

This letter is an agreement between **Nick Kew** ("Speaker") and **Security Travel** ("Security") for services to be rendered by Speaker as a speaker at the ApacheCon US 2003 conference being held 16-19 November 2003 at the Alexis Park Resort in Las Vegas, Nevada, US.

Speaker Commitments

Speaker agrees to prepare and present technical content and instruction at the conference as described in the following sections.

Notes and Handouts

'Notes' are the presentation aids, such as slides or viewgraphs, which are used during the presentation. 'Handouts' are prose documents containing the content of the presentation as opposed to an outline; they need to be sufficiently detailed that a non-attendee can get almost as much out of the handout as it would if it had attended the presentaion.

Speaker will prepare a copy of the presentation notes and handout and provide them to Security according to the deadlines described below.

Notes and handouts will **only** be accepted in Microsoft PowerPoint or Adobe PDF formats. If you cannot meet the deadline for the materials, please contact `planners@ApacheCon.Com`. Due to the technical nature of the conference, materials are required from every speaker in order to assure that all delegates receive them and can get the most from the presentations.

If you cannot submit your materials in one or both of the formats described above, please contact `planners@ApacheCon.Com` in order to discuss a possible exception. The cost of converting your materials to one of the supported formats may be charged against your speaking fee.

It is recommended that handouts be produced with as simple a visual layout as possible, with dark **large** type on a white or light-coloured background. This will ensure that the content of your slides will be visible from the back of the room, and that they will reproduce onto paper in an acceptable way. The conference proceedings and all 'handouts' are being reproduced for the conference on CDROM.

Please include any white papers, tools, bibliographis, links, or other materials that you think may be pertinent or add value to your presentation; they will be included on the conference CD-ROM if practicable. This ancillary material may be in whatever format you desire; it is not limited to PowerPoint or PDF.

Scheduled Sessions:

TU14   Building smart markup-aware applications with Apache modules
             (60 minutes on Tue at 14:30)

Security will pay Speaker the sum of **US$ 150.00** *per* hour of session content presented.

Session notes and handouts must be received by Security by: **10 October 2003**.

Security Commitments

Security will arrange for and provide the necessary power, network, and audio/visual support for presentations. This support will consist of: one (1) lapel microphone; one (1) LCD projector and screen; and a basic sound system. Speakers

are responsible for providing their own computers to drive the projector. (Remember to bring the appropriate power converters if you are coming from outside the US.) Any additional audio/visual equipment must be requested *in writing* by **10 October 2003**. Security will make a best-effort attempt to comply with special requests, but cannot guarantee success.

Payment

Security will compensate Speaker according to the amounts and schedules described above; these amounts constitute the speaking fee. In addition, Security will:

1. prepay for reasonable coach airfare (**US$ 500** maximum for domestic and **US$ 700** for international flights) **if booked with the conference travel agent at least thirty (30) days prior to the beginning of the conference**; if airfare is more than the applicable maximum, Speaker is responsible for making travel arrangements and purchasing tickets, and Security will reimburse Speaker up to the aforementioned applicable maximum after the conference;
2. prepay **2** nights' hotel room plus tax (unless otherwise arranged);
3. provide Speaker with a meal voucher for each day on which Speaker presents;
4. reimburse Speaker, upon presentation of receipts, for reasonable expenses for ground travel between the Las Vegas airport and the host hotel and back (such as taxi fares and tips); and
5. waive Speaker's conference registration fee.

The number of nights covered is calculated from the number of sessions scheduled, plus one. Tutorial instructors get all conference and tutorial nights covered, plus one.

Security will pay expenses and fees for **ONE** speaker *per* scheduled presentation or tutorial. Additional speakers are not covered notwithstanding any copy of this agreement executed with them. If a presentation involves multiple speakers, distribution of fees and selection of which receives the travel and lodging allowance must be decided amongst them.

If the cost of Speaker's air travel exceeds the maximum set forth above, Speaker has the option of requesting that the excess be deducted from the speaking fee.

If changes are made to Speaker's itinerary after travel has been booked, Speaker is solely responsible for any additional fees or costs incurred.

Security will pay Speaker at the close of the conference. All contracts and paperwork must be signed and complete before payment will be issued. All payments will be made by cheque in U.S. dollars; if you require a different form of payment, such a a bank transfer, you must notify Security by **1 November 2003** and payment will be made within five (5) business days of the close of the conference.

Policies

By signing and returning this agreement, Speaker acknowledges that it has read, understood, and agrees to be bound by the policies set forth in this agreement and on the ApacheCon Web site at <URL:http://ApacheCon.Com/html/policies.html>.

1. The ApacheCon management reserves the right to cancel any session or tutorial, at any time and for any reason, including on-site and after the presentation has begun. If a session is cancelled, the ApacheCon management may adjust or cancel the speaking fee accordingly.
2. All presentations will be objective and vendor-neutral, and will not include any product pitches.
3. Presentations must fulfill their allotted time slot. Dismissing attendees twenty minutes early is not acceptable! Failure to fulfill an assigned time slot may result in a reduced speaking fee.
4. If notes and handouts are not received by the deadline, the ApacheCon management may adjust or cancel the speaking fee accordingly.
5. By agreeing to present, Speaker grants the Apache Software Foundation and its designated agents a perpetual, non-exclusive, irrevocable, and unencumbered licence to reproduce the presentation materials in any format, in order to make them available to conference delegates and others, for fee or *gratis*. Speaker waives all claim to any

portion of any monies accruing from such distribution.
6.   Security assumes the cost of reproducing and distributing presentation materials to delegates.

If Speaker violates or fails to comply with any of these policies, the ApacheCon management may adjust or cancel the speaking fee accordingly.

Signatures

By signing this agreement, all parties affirm that they understand its terms and consent to be bound by them in their entirety.

Speaker

_____   _____

Signature   Date

_____   _____

Printed Name   Social Security Number/Tax ID Number

For Security and ApacheCon

_____   _____

Signature   Date

_____

Printed Name

Speaker's Address:

Nick Kew

Bookseller Title Requests

If you make reference to any books or other published works, please consider listing them here. This information will be provided to booksellers exhibiting at the conference so they may stock them, making it easier for delegates to obtain them.

If you have any titles to request, please write them clearly in the spaces below. Include the author and publisher, and edition or year of publication if you know it. Fax the form to **+1 818 764 9321** before **15 October 2000**.

Speaker: Nick Kew

TU14: Building smart markup-aware applications with Apache modules

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Additional Information

The following is an informational addendum, and not part of the Speaker Agreement proper.

Deadlines

30 September 2003   All travel and accommodation requests due (REQUIRED).
10 October 2003   All session note and handout materials due (REQUIRED).
15 October 2003   All special audio/visual requests due (optional). Bookseller title request form due (optional).

Travel and Lodging

Security will prepay travel and lodging expenses as set forth in the Speaker Agreement. Details for arranging these are described below. **If you have any questions, please direct them to `speaker-travel@ApacheCon.Com`.**

Travel

Security will be working with **Arlene Fink of Enroute Travel** to arrange travel for speakers. There is a bit of information we need from you to make this process easy and to provide you with that you request. To speed up the process please send your flight requests to:

> `speaker-travel@ApacheCon.Com`

We will go over the options and get your itinerary back to you ASAP. **Travel arrangements *must* be made before 30 September 2003 in order to be eligible for prepayment.**

Please note the maximum amounts for the travel allowance *per* presentation (noted in the Speaker Agreement). If you are flying in from outside the United States, you may want to check on the price of flights purchased by you directly. Oftentimes you can purchase the exact same ticket for much less than we can buying here in the US.

We will be working with ticketless travel [e-tickets] wherever possible. In order to begin the process of arranging your travel, we need the following information from you:

1.   Do you want us to book your airline reservation?

    If your answer is 'no' then please send us a copy of your itinerary -- when you have it -- so we know when you are due to arrive and on what flights. In this case Security will reimburse you for the travel costs rather than prepaying it for you.

    If yes, then please answer the following questions:

2.   What is your full legal name as it appears on your passport?
3.   Where are you flying from?
4.   What are the dates and times that you want to depart and return?
5.   Do you have a preferred airline?
6.   What is/are your frequent flyer number(s)?
7.   Do you have a seating preference?
8.   Do you have special meal requirements or preferences?

If you have someone traveling with you, please feel free to contact Arlene and arrange for the second ticket to be booked at the same time.

Accommodations

To arrange for lodging for the event, contact **speaker-travel@ApacheCon.Com** or call **Charel Morris** at **+1 818 764 9310**. Please have your intended arrival and departure dates determined before making arrangements.