



ApacheCon US 2009 • Speaker Information & Agreement

INSTRUCTIONS:

Thanks for offering to speak at ApacheCon US 2009. This is your speaker information package. It includes the speaker agreement and information about making travel and hotel arrangements. Please read these documents carefully and completely.

HERE IS WHAT YOU NEED TO DO:

1. Read, sign, and fax the speaker agreement (**pages 2 through 5**) to + 1-818-332-4006. Print your name in the space provided at the top of Page 3. Please fax back all pages requested as each agreement is specific to the individual speaker.
2. **DO NOT** make lodging arrangements yourself! See the last pages of this Speaker Information & Agreement for instructions on arranging for lodging. Please email the requested information to speaker.hotel@us.apachecon.com.

The Conference will provide 2 nights in the conference hotel for a presentation. If you are traveling in from Europe or Asia, we will add one more night to your hotel package. If you are doing more than one presentation, as the primary speaker, you can receive another night in the hotel paid for by the conference.

3. Log on to the ApacheCon site and make sure your information is correct and to add your photograph. Choose the edit personal details link after logging on.
4. Please register for the main conference. As the primary speaker you receive a complimentary registration for the main conference (not including trainings). If you want to attend a training, please following the registration process to enroll in the training.

PLEASE NOTE: To receive your conference pass at no charge please use the registration code << **speaker** >>

Conference Speakers will have their travel handled and paid for in the following manner:

- The conference does not pay for speaker travel. Each track has a budget for travel support. If you need travel assistance please contact your track coordinator and see what may be available.
- As a speaker, you can also apply to the Travel Assistance Committee within ASF.
- If you require a Letter of Invitation for a Visa application, please send snail mail details to Susan Cranston at P.O. Box 2952 Corrales, New Mexico, or fax details to + 1-815-346-2321. Requests for letters must be received by September 15, 2009.

PAYMENT:

There is no Speaker's Fee paid for ApacheCon.

PRESENTATIONS:

There is a cancellation policy now in effect. Refer to the Speaker Agreement (following this letter) for details.

Thanks again! We look forward to seeing you in Oakland!
Stone Circle Productions and the ApacheCon Team



ApacheCon US 2009 • Speaker Agreement

This letter is an agreement between _____ (“Speaker”) and Stone Circle Productions (“Producer”) for services to be rendered by Speaker as an instructor at ApacheCon US 2009 conference being held from November 2nd through the 6th at the Marriott Oakland City Center in Oakland, California.

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 a session presentation. ‘Handouts’ are documents used for training sessions containing the content of the presentation, as opposed to an outline, and need to be sufficiently detailed such that a non-attendee can get almost as much out of the handout as he/she would have if he/she had attended the presentation.

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

Notes and handouts will only be accepted in Microsoft PowerPoint or Adobe PDF formats. These format requirements are firm and nonnegotiable. If Speaker cannot meet the deadline for the materials, Speaker must contact Producer. Due to the technical nature of the conference, materials are required from every speaker in order to assure that all delegates get the most value from the presentations.

If Speaker cannot submit materials in one or both of the formats described above, Speaker must contact Producer in order to discuss a reasonable solution.

It is recommended that handouts be produced with as simple a visual layout as possible, with dark large type on a white or light-colored background. This will ensure that the content of the slides will be visible from the back of the room. All conference materials will be available for download at the time of the conference.

Please include any white papers, tools, bibliographies, links, or other materials that Speaker thinks may be pertinent or add value to the presentation. They will be included on the website if practicable. This ancillary material may be in whatever format Speaker desires; it is not limited to PowerPoint or PDF.

Session notes and handouts must be received by Producer by October 15, 2009. Email to Info.Stonecircle@gmail.com

STONE CIRCLE PRODUCTIONS COMMITMENTS:

Producer 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 adapters and converters if you are coming internationally.) Any additional audio/visual equipment must be requested in writing by October 1, 2009. Producer will make a best-effort attempt to comply with special requests, but cannot guarantee success. The cost of these special-request items will be charged against the revenues from training registrations when calculating training profits.

PAYMENT:

Producer will compensate Speaker according to the amounts and schedules described below; these amounts constitute the total amount to be paid. In addition, Producer will:

1. Prepay a minimum of 2 nights' hotel room plus tax (unless otherwise arranged). The number of nights covered is calculated from the number of sessions scheduled, plus one, to a maximum of one more than the number of days in the conference. One presentation equals two nights paid in the hotel. Two presentations equals three nights paid.

If you are traveling in from Europe, Asia or other destinations outside of North America, you will also receive a third night in the hotel.

2. Waive PRIMARY Speaker's conference registration fee. Due to the high number of requests for secondary or additional speakers in any one presentation or training, it has become necessary to provide only one free conference registration and one hotel room. The PRIMARY Speaker is the person who submitted the CFP – any other person co-presenting will need to pay the basic committers fee to attend the conference. We are happy to add additional speakers to the web site and give them proper acknowledgement.

All contracts and paperwork must be signed and completed before payment will be issued. All payment will be made by check, paypal or bank transfer.

CANCELLATION:

If the Producer cancels a presentation or training less than thirty days prior to the event, the Producer will cover any agreed upon airfare that the trainer or presenter may have purchased to attend the conference. Producer may also choose to cover a part of that person nights in the hotel as originally stated in the agreement.

If the Presenter or Trainer cancels less than thirty days prior to the event, they are required to provide the Producer with any travel documents that may have been sent to them from our agency. It may also be noted on the conference history.

If the Producer cancels a presentation or training less than ninety days but more than thirty days prior to the event then the Producer may choose to cover any agreed upon airfare that the Trainer or Presenter may have purchased to attend the conference. However, please remember no airfare may be purchased independently without prior authorization for this to apply. Producer may also choose to cover a part of that person nights in the hotel as originally stated in the agreement. However, no per diem or ground transportation will be paid.

If the Presenter or Trainer cancels less than ninety days but more than thirty days prior to the event then they need to provide the Producer with any travel documents that may have been sent to them from our agency. It may also be noted on the conference history.

POLICIES:

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

1. The ApacheCon management reserves the right to cancel any session or training, 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 speaker's hotel or flight reimbursement 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!
4. If notes and handouts are not received by the deadline, the ApacheCon management may adjust or cancel future speaking opportunities.
5. By agreeing to present at ApacheCon US 2009, the Speaker grants the Apache Software Foundation and its designated agents a perpetual, non-exclusive, irrevocable, and unencumbered license 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 claims to any portion of any monies accruing from such distribution.

If Speaker violates or fails to comply with any of these policies, the ApacheCon management will take appropriate actions.

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

Phone Number (required)

FOR STONE CIRCLE PRODUCTIONS:

Signature

Date

Printed Name

HOTEL & TRAVEL REQUEST FORM

Complete and email to speaker.hotel@us.apachecon.com by September 15, 2009

If you require a Letter of Invitation for a Visa application, please send us your details to Susan Cranston <susancslp@gmail.com>. Requests for letters must be received by September 15, 2009.

EVERYONE MUST COMPLETE THE HOTEL INFORMATION.

HOTEL

1. Date of check in (if different from flight arrival)
2. Date of check out (if different from flight arrival)
3. 1 or 2 beds – if you have a roommate please include name for their reservation.
4. The Marriott is a non-smoking hotel
5. Any other special requirements (wheelchair accessible, etc)

ApacheCon covers a minimum of 2 nights for Speakers but we will make reservations at the hotel for whatever dates you would like. A credit card will be required at check in to secure any additional expenses for your room.

Please forward the information to us no later than September 15, 2009. Failure to provide us with this information by the specified date may result in the loss of your speaking slot.

Thank you.

Charel Morris
Producer, ApacheCon US 2009
Stone Circle Productions, LLC