



ApacheCon US 2009 • Trainers Information & Agreement

INSTRUCTIONS:

Thanks for offering to speak at ApacheCon US 2009. This is your Trainer information package. It includes the Trainer 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 Trainer agreement (**pages 3 through 7**) 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 Trainer.
2. **DO NOT** make lodging arrangements yourself! See the last pages of this Trainer Information & Agreement for instructions on arranging for lodging. Please email the requested information to speaker.hotel@us.apachecon.com.
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 Trainer you receive a complimentary registration for the main conference (not including trainings).

CONFERENCE TRAINERS WILL HAVE THEIR TRAVEL HANDLED AND PAID FOR IN THE FOLLOWING MANNER:

- There is a maximum allotment of \$750 USD for traveling from outside of the United States and \$500 USD for travel within the United States. To be reimbursed for your airfare, you need to follow the instructions on the last page of this package.
- Regarding travel for Trainers from *outside the US*: We prefer that you book your own travel as it is often much more affordable from the foreign destination to another foreign country.
- Regarding travel for Trainers *inside the US*: We will book your flights - but again, you may well find something online that will be less expensive. In order to facilitate our booking your flight, it is essential that you complete the information questions on the Hotel & Travel page in this document.
- We are certainly willing to have our travel agent work with you to see if we can book a flight at an equal or lesser rate.
- Stone Circle Productions will cover only coach class airfares made at least thirty (30) days in advance and prior to (October 1, 2009). Those of you making your own reservations, and planning to seek reimbursement for travel costs, are advised to keep this in mind. (Trainers should note the section below regarding guarantees of airfare.)

- 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 15 February 2009.

TRAINERS WILL BE PAID FOR THEIR CLASSES BASED ON ENROLLMENT AS FOLLOWS:

- Each class needs a minimum of eight (8) paid enrollments to break even. After a class reaches this minimum number of enrollments, the instructor will receive thirty percent (30%) of each subsequent paid enrollment, starting with the ninth paid student.
- Trainers receive a minimum of three (3) nights and a maximum of six (6) nights in the host hotel with room and tax paid. Trainers get three nights paid for presenting a half-day of training, four nights paid of one full-day (or two half-day) training, five nights paid for one two-day (or two full-day) training. And they receive one additional night paid if they are also presenting a talk.
- Between September 10 and 25, we will be tracking the training enrollment closely. We have a strong commitment to work with you in order to develop and increase your class enrollment. Please feel free to contact us during this time to discuss the status of your class.

PLEASE NOTE: A TRAINING IS SUBJECT TO CANCELLATION IF THERE ARE NOT ENOUGH PAID ENROLLMENTS TO COVER THE BREAK EVEN POINT.

We will make final decisions about the status of all training sessions by September 29, 2009.

If making your own travel arrangements, please check with Stone Circle Productions **PRIOR** to booking your flight so that we can confirm the viability of your training, which in turn will allow us to accept financial responsibility for the cost of your flight, to the maximum allowable amount, as stated above.

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



ApacheCon US 2009 Trainer Agreement

This letter is an agreement between _____ (“Trainer”) and Stone Circle Productions (“Producer”) for services to be rendered by Trainer 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.

TRAINER COMMITMENTS:

Trainer 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.

Trainer will prepare a copy of the presentation notes and handouts and provide them to Producer according to the deadlines described below. Training materials can be emailed to or downloaded by attendees prior to the training.

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

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 Trainer 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 Trainer desires; it is not limited to PowerPoint or PDF.

Training notes and handouts must be available in the class via download or CD. If you want your class to have their materials or other information important to their training experience, please contact the Producer.

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

1. Reimburse for reasonable coach airfare if booked by October 1, 2009.
2. Trainers receive a minimum of three (3) nights and a maximum of six (6) nights in the host hotel with room and tax paid. Trainers get three nights paid for presenting a half-day of training, four nights paid for one full-day (or two half-day) training, five nights paid for one two-day (or two full-day) training. And they receive one additional night paid if they are also presenting a talk.
3. Waive PRIMARY Trainer's conference registration fee. Due to the high number of requests for secondary or additional Trainers in any one presentation or training, it has become necessary to provide only one free conference registration, one hotel room and one airfare. The PRIMARY Trainer 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 Trainers to the web site and give them proper acknowledgement.

Producer will pay expenses and fees for ONE (1) Trainer per scheduled presentation or training. Additional Trainers are not covered, notwithstanding any copy of this agreement executed with them.

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

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. However, no per diem or ground transportation will be paid.

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, Trainer 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 Trainer'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 Trainer 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. Trainer waives all claims to any monies accruing from such distribution.

If Trainer 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.

TRAINER:

Signature

Date

Printed Name

Phone Number (required)

FOR STONE CIRCLE PRODUCTIONS:

Signature

Date

Printed Name

HOTEL & TRAVEL REQUEST FORM

Complete and email to speaker.travel@us.apachecon.com by October 1, 2009.

TRAVEL FROM OUTSIDE THE US: We prefer that you book your own tickets.

- Once you have made a ticket reservation, please forward the information to us (booking contact information- telephone and fax, ticket agent name, flight information - dates and times).
- Reimbursement will take place at within thirty days of the conference being completed providing we have your paper work. Please note that you will only receive up to the \$750 US reimbursement for flights from outside North America.
- If you require a Letter of Invitation for a Visa application, please send us your details to Susan Cranston <susanclsp@gmail.com>. Requests for letters must be received by September 15, 2009.

TRAVEL FROM WITHIN THE US: Please forward us the following information so that we can arrange your travel for the upcoming ApacheCon US 2009.

1. Your name as it appears on the identification that you plan to use when you check into the hotel and/or airport.
2. City/airport of departure
3. Preferred time of departure
4. Date of arrival in Oakland
5. Date of departure from Oakland
6. Preferred time of departure from Oakland
7. Seat preference
8. Meal preference
9. Preferred airline and FF mileage number (if you have enough miles to upgrade and wish to, please let us know)
10. A snail mail address where you can receive a FED EX package (in case we need to ship you the airline tickets)
11. Telephone number for the FED EX waybill

EVERYONE MUST COMPLETE THE FOLLOWING HOTEL INFORMATION:

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 3 nights for Trainers 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.

If you are making your own travel arrangements, please forward your itinerary to us so that we can make the appropriate hotel reservations. ApacheCon only covers coach class fares and for those making their own travel who will be seeking reimbursement for travel costs, please check the guidelines as detailed in the CFP Submissions Form.

Please forward the information to us no later than October 1, 2009. Failure to provide us with travel information by the specified date may result in the loss of your speaking slot. Please follow the instructions on page 7 for **Trainer Travel Reimbursement**.

Thank you.

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

1864 Alif Rd NE • Rio Rancho NM 87144 • phone: +1.505.896.0371 • fax: +1.818.332.4006 • email: charelm@gmail.com

TRAINER TRAVEL REIMBURSEMENT

To reimburse you for your travel please read and complete the following instructions and email or fax everything requested to **Susan Cranston** at:

Email: susancslp@gmail.com
Fax: +1 815.346.2321

We must have the following documents before proceeding with reimbursement:

1. Travel receipt with amount paid for flight and any tax that may apply.
2. Signed W-9 or W-8 if you are expecting payment for a Training or Keynote.

You need to decide and inform us as to how you want to receive your payment.

- Check in US Dollars – Please provide us with your snail mail address
- Paypal – for this we need your account name
- Bank Wire – Please provide the following:
 1. Name on Account
 2. Account number or IBAN number (IBAN required in Europe)
 3. SWIFT code (or ABA routing number, Bank Code or BIC)
 4. Bank name
 5. Bank address (branch address where your account is held, including street, city, country, postal code)