



INSTRUCTIONS:

Again, thank you for offering to speak in Amsterdam at ApacheCon Europe 2007! This is your Speaker Information and Agreement PDF. It includes the Speaker Agreement and information about travel and hotel arrangements. Please read this document carefully and completely.

HERE IS WHAT YOU NEED TO DO:

In the first paragraph of ApacheCon Europe 2007 Speaker Agreement (page 3), print your name on the blank line provided. You are the “Speaker” from this point on in the agreement.

Read, sign, and fax the Speaker Agreement (pages 3 through 6) to +1 818-332-4006. **Please fax back all pages requested by March 1, 2007.**

POINTS TO REVIEW AND REMEMBER:

Conference Speakers will have their travel handled and paid for in one of the following ways:

- There is a maximum allotment of \$750 USD for travel outside of the European Union and the UK and \$500 USD for travel within the European Union and the UK.
- For travel for Speakers *outside the US* (including those within the EU): We prefer that you book your own travel as it is often much more affordable from the foreign destination to another foreign country.
- For travel for Speakers *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 in the online registration process as soon as possible.
- 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. Those of you making your own reservations, and seeking 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 - P.O. Box 2952 - Corrales, New Mexico 87048 — or fax details to +1 815-346-2321. Requests for letters must be received by March 20, 2007.
- Speakers will be given a one-time payment of €20 Euro to cover the cost of ground transportation and a €20 Euro per diem for each Presentation, up to a maximum of three (3) Presentations or €60 Euro. This is to off-set any out-of-pocket expenses you may incur.

PAYMENT: There is no Speaker's Fee paid for ApacheCon.

PRESENTATIONS: There is a cancellation policy now in effect. Refer to the Speaker Agreement (pages 3 through 6) for details.

TRAININGS: Trainers will be paid for their classes based on enrollment as follows:

- Each class requires a minimum of ten (10) 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 eleventh (11th) paid student.
- Trainers receive a one-time payment of €20 Euro towards covering the cost of their ground transportation.
- Trainers' airfare will be handled in the same way as Speaker's travel. (See details above.)
- Trainers receive a maximum of five (5) nights in the host hotel with room and tax paid. We do NOT pay for incidentals such as room service, telephone bills, dry cleaning, or laundry.
- Between March 15 and April 12, 2007 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 any 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.

HOW TO BUILD INTEREST IN YOUR TRAINING, IN APACHECON, AND IN THE ASF:

- Visit the ApacheCon web site and review the description of your Training.
- Does it really describe what the attendee will receive from going to the class?
- What is the value of this class?
- Who should be enrolling in your Training?
- Have you contacted the community that is involved with this work to let them know about your Training?
- Give it some thought, or call us, and we will work on it with you.

Also, please make sure to let us know what your students will need in order to get full experience of the Training. You may have email contact with your students prior to the conference if you wish.

- We will make final decisions about the status of all Training sessions by APRIL 12, 2007.
- All Training materials have a different deadline than Presentation materials. They are not included in the CDROM, so you have more time!

Use one of the ApacheCon banners or buttons on your own web site to tell others that you are training and speaking at ApacheCon.

ATTENTION TRAINERS: If making your own travel arrangements, please check with Stone Circle Productions *PRIOR* to booking your flight so that we may confirm the viability of your Training, which in turn will allow us to accept full 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 Amsterdam and invite you to come in early and celebrate Queen's Day!

APACHECON EUROPE 2007 SPEAKER AGREEMENT

This letter is an agreement between _____ (“Speaker”) and Stone Circle Productions (“Producer”) for services to be rendered by Speaker as an instructor and/or at the ApacheCon Europe 2007 conference being held May 1 - 4, 2007 at the Mövenpick Hotel Amsterdam City Centre in Amsterdam, the Netherlands.

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 prior to the deadline. 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 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, bibliographies, links, or other materials that Speaker thinks may be pertinent or add value to the presentation. They will be included on the conference CDROM if practicable. This ancillary material may be in whatever format Speaker desires, and is not limited to PowerPoint or PDF.

- **Training notes and handouts** must be provided by Speaker and the format can be determined — downloaded prior to class by students, Speaker brings CD to Training, material placed on Trainer’s site and students are given access — for example.
- **Session notes and handouts** must be received by Producer by March 23, 2007. Again, these must be in either Microsoft PowerPoint or Adobe PDF format.

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.)

Note, any additional audio/visual equipment must be requested in writing by April 2, 2007. 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 for reasonable coach airfare if booked by Speaker prior to April 1, 2007.
2. Prepay minimum of two (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 — e.g. if you speak once during the conference, we pay for two nights; if you speak twice, we pay for three. Training presenters get five nights paid.
3. Provide Speaker with a €20 Euro per diem for each presentation, up to a maximum of three (3) presentations.
4. Reimburse Speaker for ground travel by paying a flat fee of €20 Euro.
5. Waive Speaker's conference and Hackathon registration fee.

Producer will pay expenses and fees for ONE (1) Speaker per scheduled presentation or Training. This person is the PRIMARY SPEAKER. If a Primary Speaker was accepted for two or more talks they may hand over one of the talks to a co-presenter but we will NOT add additional flights or hotel nights for the co-presenter or SECOND SPEAKER. 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 Speaker receives the travel and lodging allowance must be decided amongst them.

If changes are made to Speaker's itinerary after travel has been booked, Speaker 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, cash or bank transfer.

CANCELLATION:

If the Producer cancels a presentation or Training less than thirty (30) 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's 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 (30) 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. Cancellations may also be noted in the conference history and may impact future speaking opportunities with ApacheCon.

If the Producer cancels a presentation or Training less than ninety (90) days but more than thirty (30) days prior to the event, 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 (90) days but more than thirty (30) 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. Cancellations may also be noted in the conference history and may impact future speaking opportunities with ApacheCon.

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 any speaking fee, and hotel and travel payments accordingly.
2. All presentations must be objective and vendor-neutral, and must 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, 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 monies accruing from such distribution.
6. Producer 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 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

FOR STONE CIRCLE PRODUCTIONS:

Signature

Date

Printed Name

Last edited 2007-02-24 13:20:00 by Charel Morris