



**PRESENTER ACKNOWLEDGEMENT AND ACCEPTANCE OF STANDARD CONDITIONS AGREEMENT
PROJECT MANAGEMENT INSTITUTE CENTRAL OHIO CHAPTER, INC. (PMICOC)
PROFESSIONAL DEVELOPMENT DAY 2025 | 15 October 2025**

The presentation and all associated materials (hereinafter "Contributed Work") will be completed in the required format, align to all PMI-provided templates, meet all deadlines as provided, and be prepared for a presentation as scheduled by PMI Central Ohio Chapter, Inc. (PMICOC). PMICOC reserves the right to cancel, at any time, Contributed Works if all conditions herein stated and subsequently provided to the Presenter through normal means of correspondence are not met. Failure to provide any requested deliverables within the deadlines may preclude your consideration for this and future PMICOC Events.

1. Acceptance as a Presenter

By accepting the opportunity to present at the event, Presenter(s) agree to adhere to event timelines and deliverables including the following:

Presentation Title:

Session Description:

Learning Objectives:

Deliverables	Due Date
Presenter(s) must register for the event using discount coupon, if applicable.	5/1/2025
Submit draft PowerPoint presentation to pdd@pmicoc.org .	8/1/2025
Submit final PowerPoint presentation to pdd@pmicoc.org .	10/1/2025

- Sessions are evaluated by registered attendees and audited by PMICOC Event Team and Volunteers. Evaluation feedback and data collected will be used for future event development purposes and will be shared with the Presenter.
- PMI retains the right to modify titles, descriptions, and learning objectives for marketing purposes.
- Presentations will be available on demand to registered attendees for a limited time. The link to presentation materials may not be shared outside of PMICOC or to those not registered for the event.
- Attendees receive PDUs for sessions attended; presenters' adherence to the agreed length of session is required.

2. Event Presenter

- PMICOC Professional Development Day 2025 is scheduled to take place 15 October 2025 at the Ohio Union located at The Ohio State University in Columbus, Ohio.
- Presenter(s) are expected to check-in as a speaker at least two hours prior to the scheduled presentation time. Individuals checking in less than two hours prior to the scheduled presentation time may be suspended from presenting at future PMICOC Events. All decisions by PMICOC are final.
- Unless otherwise specified by the planned format of the event, the Presenter should plan on

presenting for 1 hour, inclusive of approximately 10 minutes of attendee questions.

- Presenters are not permitted to bring any guests to the event.

3. Material(s) and Equipment(s):

- Meetings room set-ups are at the discretion of the meeting organizer based on session needs and capacity requirements; specific details will be communicated closer to the event; PMICOC is unable to alter the set-up for presenters.
- Presenters are responsible for handouts, survey tools or any supporting material not outlined above. All materials must be approved prior to presenting.

4. Authorization to Use Presentation Materials:

- a. The Presenter warrants that:
 - Either he/she is the sole author of the Contributed Work, now owns all rights in it granted hereunder, free of liens or encumbrances, and has full power to execute this Agreement, or
 - The work is a work for hire, and he/she is the sole author of the Contributed work, the employer has granted permission for its use and has granted permission to execute this Agreement.
- b. Presenter will obtain any permission or clearance required for the subject matter of the Contributed Work by their employer or any other organization or individual prior to submitting the Contributed Work. Presenter represents and warrants that (1) the Contributed Work has not been published or presented publicly prior to the date of the Event, or (2) that the work is in the public domain. Presenter further represents that the Contributed Work is original and does not infringe the statutory copyright or common law literary rights of others or violate the rights of privacy or libel other persons. If the Contributed Work contains copyrighted material owned by a third party, the Presenter agrees to obtain written permission from the copyright owner to use the copyrighted material in the Contributed Work and shall promptly deliver such written permission to PMICOC. Reprint excerpts from PMI copyrighted publications may be used without written permission provided proper copyright ownership of PMI is noted and it is stated that the content is copied with the permission of PMI. If your materials contain pre-existing copyrighted materials by you or your company, please place a copyright mark on each page for your protection.
- c. PMICOC reserves the right to reject presentations concerning PMI products or services that are under development unless the Presenter is a current active member of that project's "leadership" team (e.g. guidance, core, etc.) and the content of the presentation has been approved by the relevant PMI representative. This policy applies to products or services under development in the areas including, but not limited to, standards, certification and research. This policy does not apply to products or services that are currently available in the marketplace.
- d. Presenter agrees to indemnify and hold harmless PMICOC, its licensees, assignees and contractors in any action arising out of facts which constitute a breach of the aforementioned representations and warranties and hold them harmless for any and all third party claims, damages, liabilities, costs, charges and expenses including reasonable attorney's fees arising out of any breach of the aforementioned representations and warranties or relating to the content of the published paper or its presentation.
- e. Presenter hereby grants PMICOC, its affiliates and subsidiaries, a non-exclusive license to reproduce, adapt, distribute, perform, and display the slide presentation and any corresponding materials in any form or medium whatsoever, as well as the right to license others to do so. A copy of this slide presentation and final medium will be available for download by registered event participants through **31 December 2026**.
- f. Presenter retains the right to use all, or part of the presentation submitted in future works of his/her own.
- g. Presenter will prepare the Contributed Work and he/she, or designee, will present the Contributed Work at PMICOC event.

5. Compensation:

- a. Unless noted otherwise in an official communication from the event organizer, PMICOC will provide the lead presenter one (1) complimentary full-event registration and (1) complimentary parking pass.
- b. PMICOC does not cover the cost of any travel or hotel expenses, or any pre- or post-event activities.
- c. If the presentation is cancelled for any reason, complimentary or discounted registrations will be cancelled.

6. Scheduling and Substitutions:

- a. PMICOC reserves the right to assign presentation date and times to best fit requirements of the event.
- b. Requests to alter date/time assignments will not be accepted.
- c. Presenters must be available to present at the date and time assigned by PMICOC and notify PMICOC personnel if they will be available for each presentation day should a schedule change or additional presentation(s) be requested.
- d. An individual who cannot appear may provide, with the approval of PMICOC, a designated substitute with credentials, expertise, and capabilities similar to those of the original Presenter. In the event anyone other than the originally scheduled Presenter presents the Contributed Work at the event, that person shall be bound by all conditions stated herein. In such case, a notification of this substitution must be made in writing to the PMICOC Event Team and such substitution is subject to PMICOC approval.
- e. PMICOC cannot guarantee that event materials (print or electronic) will include the name or details for substitutions made within four (4) weeks of the event.
- f. If any of the above reasons or any other reason beyond the parties' control makes it inadvisable, illegal or impossible to perform said duties, then this Agreement may be terminated by either party by giving five (5) days' prior written notice to the other party. In such event, the parties shall be released from their obligations under this Agreement and any amounts paid under this Agreement shall be refunded.

7. Photography and Videography:

- a. Presenter hereby grants PMI permission to photograph him/her and/or videotape his/her presentation and/or use his/her likeness in photography/video (in any format or technology now existing or which may be developed in the future) and to use/re-use such photography/video in its publications, videos, and promotional materials, on its website, or in any other manner at any time and in any medium whatsoever. Presenter acknowledges that his/her name may be used in connection with the use of such photography/video. Presenter also acknowledges that PMICOC will own copyright and all other proprietary rights in such photography/video in perpetuity. In consideration of PMICOC's agreement to use Presenter's likeness, Presenter waives any right to compensation for such use and any and all claims, damages, liabilities, costs, or expenses relating to PMICOC's use of such photography/video. PMICOC reserves the right to decline to use such photography/video in its discretion. In person presenters may be recorded (audio and slides only) and offered on demand.
- b. Presenters are not permitted to bring external photographers or videographers to the event.

8. Communications:

- a. All speaker correspondence should be sent to pdd@pmicoc.org

9. Self-Promotion:

- a. Presenters shall not use PMICOC's event as a vehicle to promote non-PMI services, products, or educational programs. This includes the sale or advertising of non-PMI books, audio or videotapes, CDs, or software by the Presenter or his/her agent. Presenters may share their

contact information, not exceeding name, e-mail address, phone number, company affiliation, and website (if applicable). PMICOC reserves the right to promote its programs, products, and services during its events. It is agreed that PMICOC may exercise this right at its discretion.

10. Event Code of Conduct

- a. A platform to learn, engage and spark thought-provoking conversations—impacting not just today, but also tomorrow and the future. This is what events are all about, and we provide a welcoming environment for all. Harassment (including, but not limited to, homophobia, racism and/or behavior that discriminates against a group or class of people) or inappropriate behavior of any kind toward any participant will not be tolerated. We require all event participants and attendees to adhere to our [Culture Values](#) and [Code of Ethics and Professional Conduct](#).

11. Indemnity Statement

- a. The Presenter agrees to indemnify and hold harmless PMICOC from any and all claims of third parties, of any nature whatsoever arising out of this Agreement, resulting from or arising out of any breach by the Presenter of his/her obligations under this Agreement.

12. Use of PMI Logos

- a. Presenter may only use approved logos to promote their presence at the event. Other than the approved logos for the event, Presenter is prohibited from using PMI marks or any names, marks, or other materials on their social media, websites and email in a manner that is likely to cause confusion or dilute or damage the reputation or image of PMI. Presenter agrees not to alter any PMI mark in any manner to make it appear that PMI is endorsing, sponsoring, authorizing or affiliated with the Presenter, or any third party, except as expressly permitted in writing by PMI. Additionally, Presenter agrees to adhere to terms of [PMI's Trademark Usage Guidelines](#).

13. Cancellations

- a. PMICOC reserves the right to modify or cancel the event, if, in its sole discretion, circumstances warrant such action.

14. Other Terms and Conditions

ACCEPTANCE

<INSERT NAME>
Presenter

Date

Steven J Sicilian
PMICOC PDD Co-Chair

Date

Kelsey Ward
PMICOC PDD Co-Chair

Date