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**2022 NAESCO Webinar Request Form**

Please respond with potential webinar topics by filling out the information below. The Webinar subcommittee and NAESCO staff will prioritize webinars based on the Member needs.

**Topic Title:**

**Brief description of the content in paragraph form:**

**Speaker-(attach a Bio of the speaker if you have one)**

Name:

Email:

Phone:

Experience, Credentials and Certifications:

**Learning objective to be achieved:**

Each program must have at least **four (4)** learning objectives clearly stated to indicate what new knowledge or skill participants will gain from the program. These are submitted to AIA for CEU approval. These should be clear, actionable statements of what you want the attendee to learn and must be clearly defined and communicated to participants in meeting announcements and at the beginning of the program.  Please list the learning objectives below.

**1.**

**2.**

**3.**

**4.**

                                                                                                                                                               **Presentation Guidelines will be:**

1. **Non Commercial in nature.**
2. **No mention or use of your company’s products in the presentation.**
3. **Agenda must show what 4 items the audience will learn from the program.**
4. **Must be topical to the ESCO marketplace.**
5. **Speaker to provide one slide with their contact information/company logo.**
6. **NAESCO Members must use NAESCO template for presentation.**

Members have the option to air a short, 30-90 second video at the beginning of the webinar for $500. Let Heidi know if interested. NAESCO can help you put together if needed.

**Non-infringement and indemnity assurances from presenters and content contributors:**

One of NAESCO’s core values is respecting the intellectual property rights of others, including copyrights, trademarks, patents and trade secrets.  For that reason, it is of critical importance that whenever a member or non-member makes a presentation at a NAESCO meeting or provides materials for use in a NAESCO publication or for uploading onto NAESCO’s website, such materials not infringe any third party’s intellectual property rights.  The effective implementation of this policy helps protect both NAESCO and its members from unnecessarily being put at risk of liability for infringement and related claims that might arise from such presentation and materials.

Accordingly, before NAESCO will allow any materials (in digital, electronic, print, hard copy or other format) to be presented orally or in written form at a NAESCO meeting, to be incorporated into a NAESCO publication, or to be uploaded NAESCO’s website, the individual or entity offering such materials must first sign the following and include it with the materials being provided to NAESCO:

On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [organization/employer’s name], I represent that I have conducted, or caused to be conducted, a diligent and thorough evaluation of all content (including images, photographs, videos, graphs, product or service names, and all written materials of any kind) included in my presentation entitled “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”  I further represent that to the best of my information and belief no aspect of such content infringes the copyright, trademark, patent, trade secret or other intellectual property rights of any third person or third party, or otherwise constitutes an unauthorized use of any such content.  In the event a claim or demand is made against NAESCO for alleged infringement, unauthorized use or other assertion arising from or related to such content, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [organization/employer’s name] shall fully indemnify and hold NAESCO harmless for all damages, costs, fees and other liability that NAESCO incurs with respect to such claim or demand.

\_\_\_\_\_\_\_\_\_\_\_       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signature

Thank you in advance for sharing your time and talents with NAESCO. Please email this form to Heidi Kurtz, Heidi.kurtz@naesco.org