

SECURITY WEBINAR SPEAKER AGREEMENT



Thank you for agreeing to be a webinar speaker. This agreement is designed to maintain the highest quality of educational standard for both you, the presenter, and BNP Media, provider organization. An Online Event Coordinator will walk you through the entire process. Please sign the agreement below and return.

To ensure these benefits are accomplished, I agree to:

1. Deliver the educational course, as approved by BNP Media, without discriminating or making discriminatory remarks based on gender, ethnicity, religion, age, disability, socioeconomic status, and/ or sexual orientation.
2. Recognize that any information and handouts distributed are done with the intent to reinforce the learning objectives.
3. Deliver the course as it relates to the learning objectives and cover the learning objectives at the beginning of the course.
4. Submit the presentation and all other materials by deadlines outlined by BNP Media.
5. Ensure that the quality assurance slides are included (BNP Media will add them to your presentation) and reviewed with participants during all PowerPoint presentations.
6. Provide a way for learners to submit questions and be available to answer questions via email or phone within 2 weeks of the question being submitted.
7. Disclose, in advance of the learning event, any proprietary interest in any product, instrument, device, service or material discussed during the presentation.
8. Identify a back up presenter in the event of an emergency.
9. Grant BNP Media the right to publish, reproduce, distribute and modify the provided submission. While I retain ownership rights, I also consent to BNP Media's use of my name, photograph, image, presentation, or portions quoted or derived from my presentation in related publications, advertising or promotion of such event.
10. Company/organization logos, product name, product reference numbers, and branding will be limited to the first and last slides only.

Print Name: _____

Signature: _____

Date: _____

Need additional help? Email signed agreement to: webinars@bnpmedia.com or contact your editorial representative.

Or contact Diane Ritchey - Editor-in-Chief, *Security* magazine
ritcheyd@bnpmedia.com - Tel: 248-833-7342, Fax: 248-502-9039

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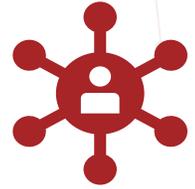
For Internal Use

Course # _____

▶ PHASE 1: SET-UP

Materials required before we can launch registration and marketing.

Deadline: ASAP



- **SPEAKER INFORMATION:** Name, title, bio, headshot (eps, ai, or tiff format, 300 dpi minimum), signed speaker agreement, and contact info (email, phone and cell phone for internal use).
- **COMPANY INFORMATION:** Logo (eps, ai, or tiff, 300 dpi minimum, regular and reverse formats) and website URL.
- **TARGET AUDIENCE:** Who is your ideal registrant? Include demographics (job titles, functions, business industry, primary product or service produced, etc).
- **TITLE:** Best titles involve clear action items including lists, how-to, trending, and new topics. Avoid marketing “lingo.” Find hot button issues, put together multiple titles and pick the one with the best “grab.”
- **DESCRIPTION:** 100 word description and 4 learning objectives an attendee will gain by participating. Title and description must match your presentation content.
- **SPEAKER INFORMATION:** Name, title, bio, headshot (eps, ai, or tiff format, 300 dpi minimum), signed speaker agreement, and contact info.
- **COMPANY INFORMATION:** Logo (eps, ai, or tiff, 300 dpi minimum, regular and reverse formats), website address, and company description (280 character max including spaces).



▶ SUBMITTING FILES: DROPBOX INFORMATION

If you have large files (over 5MB), please upload to Dropbox at <https://tinyurl.com/webinarmaterialrequest>

▶ PHASE 2: PRESENTATION

Presenting to an online audience is very different from presenting in-person. For tips and system requirements, [view a 2 minute video](#).

Deadline: Two weeks prior to Webinar date.



- **POWERPOINT PRESENTATION:** Use a “slide master” for a consistent look and feel throughout your presentation. [View supported animations and fonts](#).
- **PLANT QUESTIONS:** Three questions for use during the Q&A.
- **HANDOUTS:** Up to 3 PDF documents or web links for attendees to download or access.
- **POLLING QUESTIONS:** (optional) Up to 3 customized audience questions, executed during the live event. Up to 6 possible answers only (maximum 80 characters or less, including spaces). This provides great talking points and engages audience.
- **VIDEOS:** Submit video clips as separate files and not embedded into PowerPoint.

▶ REHEARSAL: SPEAKER TRAINING

Training will take approximately 30 minutes to go over event flow and software functionality.

Deadline: Typically, a week before the webinar date..



[Test your system](#) a week or two before the rehearsal. Please use Google Chrome or Mozilla Firefox to ensure compatibility with the webinar system.

▶ LIVE WEBINAR



Typically a two hour commitment spanning from 1:30 p.m. to 3:00 p.m. EST.

30 or 60-minute web-based audio or webcam PowerPoint presentation includes a 15-minute Q&A session lead by a moderator. Call in 30-minutes prior to scheduled webinar time to go over any last minute details and to test the technology.

- Use a wired phone and internet connection —no cell phones, speakerphones, or wifi
- Use the same computer and internet browser you used during the rehearsal
- Provide your direct dial-back phone number

▶ FAQ



Q: Does the audience call in to the webinar?

A: No, they see and hear everything over their speakers. Questions are typed into the audience viewer and are read by the moderator over the phone.

Q: How many people can I expect to register for the webinar?

A: We market to a targeted audience of 20,000-40,000 people depending on the industry and your topic. Typically, 1-2% of that audience will register.

Q: How many people can I expect to attend the webinar?

A: 20 - 40% will attend live and an additional 10-20% will view on-demand.

Q: What are my options for extending the archive period?

A: Several options are available. Please contact your Online Event Coordinator for more details.

Q: Do I get the webinar to post on my website?

A: We will provide a link to the registration page. If you'd like the actual webinar files, we can provide an MP4 video file for an additional fee.

Q: Can I add CEU credit to my webinar?

A: Yes, please contact your Online Event Coordinator for more details.

For additional information/questions

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