



**2018 CoreNet Global**  
***Global Summits***  
***APAC***  
***Speaker Requirements and***  
***Commitments***

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CoreNet Global convenes the corporate real estate profession and enables members and subject matter experts with a unique opportunity to contribute to the organization's growing body of knowledge. The volume of submissions grows with each year, and therefore, content and speakers are selected carefully to ensure the right balance and diversity of offerings. Our focus as an organization is on optimizing the attendee experience and we know you will join us in making this the priority with your meaningful content contribution. It is an honor to speak at a Global Summit and with that honor come a number of requirements and responsibilities. Your commitment to adhere to these requirements is essential and we appreciate in advance your willingness to give of your time and expertise to advance the practice of corporate real estate.

1. Speakers must provide a short bio and picture for posting to the website and for use in promotional materials - **ASAP**.
2. CoreNet Global will provide a Summit PowerPoint template which must be used for your presentation.
3. You must submit your final, completed presentation by **March 7, 2018**. You are giving CoreNet Global permission to post your presentation in our Knowledge Center and to use in other educational programs. Please note that CoreNet Global understands that for confidentiality reasons, certain proprietary company information may be removed from the final version of any presentation submitted to CoreNet Global.
4. **CoreNet Global does not pay stipends or travel costs to speakers. In order to speak, you must register as a Summit delegate. In recognition of your significant contribution to the Summit's success, your registration fee will be discounted by 30%.** You must register by **(December 18, 2017 to receive early bird rate)**.
5. Summit evaluations are critically important. It is the responsibility of the primary presenter to ensure that session attendees complete the online session evaluation. Eligibility for the Luminary Award, which is given to top-rated Summit speakers, is dependent upon the evaluations. Speakers who fail to have enough evaluations returned might not be asked to speak at subsequent Summits. All speakers should attain a rating of 80% or higher to be invited to speak at future Summits.
6. CoreNet Global reserves the right to cancel a breakout session, amend the content, or reschedule a session. Examples include:
  - a. Renaming a session

Please send all requested materials to the attention of Angelina Mullins,  
Manager, Global Summit Programming  
404-589-3235 or [amullins@corenetglobal.org](mailto:amullins@corenetglobal.org)



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### *Global Summits*

### *APAC*

## *Speaker Requirements and Commitments*

- b. Editing and Revising session descriptions
- c. Schedule changes

7. Speaker substitutions must be approved by CoreNet Global. If the need for a substitution arises notify CoreNet Global Summit programming staff and email your recommended replacement's qualifications.

#### 8. Sales-Free Zone

CoreNet Global programs are *non-commercial* forums. Individuals are to refrain from the use of brand names when possible and all specific product endorsements. Under **no** circumstances shall the CoreNet Global speaking platform be used as a place for direct promotion of a speaker's product, service or monetary self-interest. Violations may result in no speaking opportunities at future Summits.

#### 9. Non-Discriminatory Presentation Guidelines

Instructors must refrain from overt statements or offensive humor, which would disparage the dignity of any individual or group.

10. AV Equipment – CoreNet Global works to ensure the highest possible value proposition for its members, attendees and various stakeholders. Audio visual equipment is a high-cost item for a non-profit association and we are unable to accommodate each speaker's unique a/v preferences or needs. There will be a standard A/V package assigned to each session based upon room size and format used for content. This A/V set up will be shared with speakers in advance. No additional A/V will be provided at the expense of CoreNet Global. CoreNet Global Summit A/V packages by far exceed industry standards and are aimed to optimize the attendee experience. However, if you deem that additional A/V equipment is necessary to enhance your presentation, additional equipment may be ordered at the speaker's expense (depending on feasibility and availability) through CoreNet Global and its approved conference A/V provider. Orders must be made by **February 28, 2018** deadline and paid for in advance.

#### 10. Intellectual Property

Instructors must fully disclose all intellectual property utilized within handout materials and during course instruction. This is to protect intellectual property rights such as copyright, ownership, faculty compensation, and utilization of revenue derived from creation, production, and use for educational courses.

#### 11. Mutual Commitments

As a speaker you are required to:

- Attend the speaker training

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- Provide your bio and photo - ASAP to amullins@corenetglobal.org
Coordinate with your co-speakers
Promote evaluations
Provide a copy of your presentation by March 7, 2018.
Register for the Summit by December 18, 2017 (early bird registration ends)

CoreNet Global will:

- Provide speaker training
Provide a Summit PowerPoint template
Post your session information, picture and bio on the Summit website and App.
Serve as a resource to help you prepare for your session
Provide the AV equipment identified above
Provide technical and support staff during your session

I have read, I understand, I will abide by the Requirements and Commitments set forth by CoreNet Global.

Important Dates:

Table with 2 columns: Task, Deadline. Rows include: Provide a short bio and picture for posting to the website and for use in promotional materials (Upon Acceptance to Present), Complete registration before (early bird registration ends) (December 18, 2017), A/V Extras - Order by (February 21, 2018), Submit your final, completed presentation (March 7, 2018)

Signature

Date

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