



## 2018 CoreNet Global *Global Summits* *EMEA and North America* *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 **EMEA by 17 September 2018 and North America by October 5, 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%. To receive the best pricing to attend the Summit, please register by:
  - **EMEA (Madrid, Spain) - Early Bird Deadline - June 4, 2018**
  - **North America (Boston, MA) - Super Early Bird – December 18, 2017**
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.

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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6. CoreNet Global reserves the right to cancel a breakout session, amend the content, or reschedule a session. Examples include:
  - a. Renaming a session
  - 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 **20 August 2018 for EMEA and 10 September 2018 for North America** 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.

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11. Mutual Commitments

As a speaker you are required to:

- Attend the speaker training
- Provide your bio and photo – **ASAP to amullins@corenetglobal.org**
- Coordinate with your co-speakers
- Promote evaluations
- Provide a copy of your presentation by:
  - **EMEA (Madrid, Spain) – 17 September 2018**
  - **North America (Boston, MA) – 5 October 2018**
- Register for the Summit by:
  - **EMEA (Madrid, Spain) - Early Bird Deadline - June 4, 2018**
  - **North America (Boston, MA) - Super Early Bird – December 18, 2017**

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:**

Provide a short bio and picture for posting to the website and for use in promotional materials	Upon Acceptance to Present
Complete registration before (Super Early Bird registration ends) – North America	December 18, 2017
Complete registration before (Early Bird registration ends) – EMEA	June 4, 2018
A/V Extras – EMEA - Order by	August 20, 2018
A/V Extras – North America - Order by	September 10, 2018

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Submit your final, completed presentation:

North America by October 5, 2018  
EMEA by 17 September 2018

Signature

Date

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