



2023 CoreNet Global
East Meets West
North America Global Summit
Speaker Requirements and Commitments

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 several 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/mobile app 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 upload your final, completed presentation in advance of the Summit. 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 waive registration fees, pay stipends, or cover travel costs for speakers. In order to speak, you must register as a Summit attendee.** 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 during the Regular Registration period.
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
 - b. Editing and revising session descriptions
 - c. Schedule changes

Please send all requested materials to the attention of Angelina Mullins,
Senior Manager, Summit Content Development | CoreNet Global
404-589-3235 or amullins@corenetglobal.org

d. Request enhanced diversity on a panel

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.

Speakers can only be in one breakout session/panel at any given Summit. Learning theaters and technology playground do not count towards a breakout session.

At this point CoreNet Global does not envision being able to accommodate virtual speakers. Please ensure that any speakers put forth will be able to participate live in-person.

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. Audio Visual (A/V) Equipment & Meeting Rooms

Audio/Visual 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. CoreNet Global provides a standard A/V set for each breakout session and 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 for extra A/V must be made by the deadline stated on the A/V Order Form and paid for in advance.

Meeting Rooms - Breakout sessions are assigned based on the contracted space available at the Summit venue. The rooms are set to maximize the space for the attendees to gather for sessions. No changes can be made to individual breakout sessions rooms.

11. Intellectual Property

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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.

12. Content Capture

Your presentation will be recorded so that on-demand viewers will be able to hear the dialog and view the slides. After the Summit, all recorded sessions will be posted to the CoreNet Global Knowledge Center and/or The Source mobile app. And you understand and agree that the recording is the property of CoreNet Global and CoreNet Global is allowed to use the recording for any purpose.

13. Mutual Commitments

CoreNet Global's Board and leadership have established diversity, equity, and inclusion (DEI) as a critical priority for the association. We strive to develop a program that truly represents our diverse community. We encourage you to consider how your proposal reflects or addresses diversity, equity, and inclusion (including subject matter, individuals of all identities, and demographic characteristics). Please note: Priority will be given to submissions that showcase diversity. CoreNet Global reserves the right to review and suggest speakers to ensure that our program is balanced and diverse.

As a speaker you are required to:

- Provide bio and photo.
- All Speakers must register and pay to attend the Summit. **Speakers are eligible for a 30% discount.** A discount code will be provided.
- Promote session evaluations to attendees.
- Upload your presentation.

CoreNet Global will:

- Post your session information, photo and bio on the Summit website and app.
- Serve as a resource to help you prepare for your session.
- Furnish a Summit branded PowerPoint template for your presentation.
- Provide the list of CoreNet Global's standard A/V equipment.
- 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.

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Signature

Date

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