This AGREEMENT is made between the International Parking Institute (IPI), 1330 Braddock Place, Suite 350, Alexandria, VA 22314 USA and ________________________________ (“Speaker”), with the __________________________________ ("Organization/Company").

Engagement
The speaker, to the best of her/his ability, shall present the following session(s) at the IPI Conference & Expo, (“Conference”) to be held in New Orleans, Louisiana, USA at the Ernest N. Morial Convention Center.

Session and Title: ____________________________________________

Topic: ___________________________________________________________________________________________________________

Assigned Date and Time: __________________________________________

☐ This session has multiple speakers. Please note that all presenters for this session must individually complete, sign and return this document no later than December 21, 2016. Failure to do so, may result in a rejection and retraction of offer to present.

Term of Agreement
This Agreement shall continue in effect until:

A. canceled by either party as set forth in this Agreement; or completion of the session presentation(s) by Speaker provided, however, that in the event of cancellation pursuant to this Agreement, or upon death, disability, or other incapacity resulting in the inability of Speaker to present the session(s) required (“cancellation”), this Agreement may be terminated and all consideration due shall cease as of the date of cancellation.

Compensation
As consideration for services to be rendered by Speaker under this Agreement, International Parking Institute shall provide the Speaker:

25 percent (25%) discount on the full delegate or daily conference registration, if registered by April 30, 2017, by registering online through the Speaker Service Center (SSC). I understand that this does not include either of the multi-day professional development classes or pre-conference classes or workshops. I understand that I will not receive speaking fees or reimbursement for any expenses.

Performance
Speaker shall present the session(s) set forth in this Agreement and shall:

A. Abide by the deliverable dates listed below:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1, 2016</td>
<td>IPI opens submission form for Call for Speakers for 2017 IPI Conference &amp; Expo</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
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<td>----------------------</td>
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<tr>
<td>September 28, 2016</td>
<td>Last day to complete submissions for IPI 2017 Conference &amp; Expo Call For Speakers</td>
</tr>
<tr>
<td>September 29 -</td>
<td>IPI Education Committee Reviews and Rates Submissions</td>
</tr>
<tr>
<td>December 1, 2016</td>
<td>*only complete submissions will be considered.</td>
</tr>
<tr>
<td>December 5, 2016</td>
<td>Speaker/Presentation Notification of Education Session Selection/Acceptance</td>
</tr>
<tr>
<td>December 21, 2016</td>
<td>Selected Speaker(s) <em>(including co-presenters)</em> must individually sign and return</td>
</tr>
<tr>
<td></td>
<td>electronically IPI Speaker Agreement document found in Speaker Service Center (SSC).</td>
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<tr>
<td></td>
<td>*failure to do so by deadline will be an automatically revoke your offer to speak/present.</td>
</tr>
<tr>
<td>January 31, 2017</td>
<td>Book Hotel at IPI Contracted Hotels</td>
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<td>*hotel cutoff is April 24; however, this only guarantees rate if there is availability. We strongly encourage you to book your hotel room(s) as soon as possible.</td>
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<tr>
<td>February 3, 2017</td>
<td>Confirmed Speaker(s) <em>(including co-presenters)</em> must provide/upload current 75 word or less bio and a hi-res (300 dpi or more) jpg/gif headshot through the Speaker Service Center (SSC).</td>
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<td>*failure to do so will omit your detailed information from onsite guides, mobile apps, signage, etc.</td>
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<tr>
<td>March 1, 2017</td>
<td>IPI will provide all confirmed speaker(s) <em>(including co-presenters)</em> the 2017 IPI Conference &amp; Expo speaker template. This template must be used for all presentations to keep with continuity of the event.</td>
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<tr>
<td>March 3, 2017</td>
<td>Special request for onsite AV due to IPI <em>(including &quot;sound&quot;).</em> Any request after this date will not be guaranteed.</td>
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<td>*To submit requests, access the Speaker Service Center (SSC)</td>
</tr>
<tr>
<td>April 1, 2017</td>
<td>Book Travel. Remember, IPI has negotiated discounts through Delta Airlines.</td>
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<tr>
<td>April 30, 2017</td>
<td>Register no later than this date to be eligible for the 25% speaker discount</td>
</tr>
<tr>
<td>May 5, 2017</td>
<td>IGNITE Presenters: PowerPoints <strong>must</strong> be uploaded in the Speaker Service Center (SSC)</td>
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<tr>
<td>May 8, 2017</td>
<td>General Education Speakers: All Presentation Handouts, PDF’s and PowerPoints <strong>must</strong> be uploaded in the Speaker Service Center (SSC)</td>
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</tbody>
</table>

B. Promptly reply to all email correspondence from IPI.
C. Not defame, slander or libel any person, firm or corporation.
D. Present sessions according to IPI Standards of Professionalism and shall not denigrate IPI, its programs or representatives in any manner.
E. Agree and state that all materials and content presented by Speaker do not infringe or violate any copyright, trademark, patent or intellectual property rights of any person or entity, nor do they promote or endorse any product, service, or device which may or is at the time of the program not approved by any governing agency.
F. Not sell or promote any particular product or service at any time during the session presentation(s).

Self-Promotion Policy
Individuals who participate in the International Parking Institute’s (IPIs) professional development experiences, seminars, events, or programs have the right to know of the commercial interests an instructor may have in a product or service mentioned. IPI is required to disclose each instructor’s proprietary interest in any product, instrument, device, service, or material discussed in the experience, event, or program.

This information will be made available to learners prior to the experience, seminar, event, or program and may be conveyed through promotional materials, written handout, or an announcement by the instructor/facilitator prior to the commencement of the learning experience, event, or program. The professional development experience, seminar, event, or program must adhere to the content of the provided description and outline.
Instructor or facilitator materials shall not contain any marketing materials or corporate logos on any page other than the title and contact pages where the presenter’s corporate affiliation may appear along with the author’s telephone and e-mail information.

**Independent Contractor Relationship**
Speaker is an independent contractor. Speaker is not an employee, servant, agent, partner or joint-venture of IPI at any time contemplated by this Agreement and shall not represent Speaker’s opinions to be that of IPI. Speaker - at all times - shall state that Speaker’s opinions are those of Speaker and NOT those of IPI and that if any media or other materials are used, they shall so reflect.

**Risk**
Speaker shall present the session(s) stated in this Agreement. Speaker shall indemnify and hold harmless IPI from any claim, demand, loss, liability, damage or expense arising in any way from the Speaker’s performance of services.

**Law and Venue**
This Agreement shall be governed by and construed in accordance with laws of the District of Columbia. In the event litigation is necessary to enforce this Agreement, venue shall be proper in any court of competent jurisdiction located in WASHINGTON, DISTRICT OF COLUMBIA.

**Cancellation/Changes/Additions**
IPI reserves the right to cancel this Agreement and replace Speaker if the specified due dates for deliverables are missed. IPI reserves the right to cancel any session, change the length or title of any session, or change the place of any session at its discretion at any time. In the event of cancellation, IPI shall not be liable for any expenses, costs, or damages incurred by Speaker except for any expenses incurred and not recoverable. If Speaker desires to cancel, Speaker agrees to provide thirty (30) days written notice to IPI of cancellation prior to his/her first scheduled session.

Speaker shall notify IPI of any changes in presenters/additional panel speakers/employment. Changes in employment may cause IPI to reconsider your speaking engagement. Changes to presenters or additional speakers are subject to approval by IPI.

**Non Discrimination Policy**
Individuals involved in developing, administering, and delivering the International Parking Institute’s professional development experiences, seminars, events, or programs are expected to maintain high professional standards in conducting their work. They will refrain from making discriminatory or derogatory remarks about or directed toward any individual or group. This includes but is not limited to explicit references of a discriminatory nature based on gender, age, socioeconomic status, sexual orientation, ethnic background, religion, and/or disability.

Consistent with obligations under the law, International Parking Institute (IPI) prohibits discrimination, including harassment, against students on the basis of sex, race, age, color, disability, religion, sexual orientation, gender identity, national and ethnic origin, and any other characteristic protected by applicable law.

While on-site or conducting any professional development experiences, seminars, events, or programs instructors/facilitators must at all times conduct themselves in a professional, respectful and ethical manner. All instructors/facilitators will be sensitive to the cultural diversity of the attendees and participants and must not discriminate or behave in a manner that could be interpreted as sexual harassment or any other form of abusive behavior.

**Copyright Policy**
This policy is to address the ownership of intellectual property rights for the design and delivery of continuing education and training.

**Purpose:**
This policy is intended to avoid disputes and protect the owners of intellectual property rights for the design and delivery of continuing education and training.

**Process:**
(Name of presenter) (“Author”) warrants and represents that none of the content in the seminar or other materials or content Instructor developed or assisted in developing for the IPI Professional Development Program including written, oral, audio and visual information of any format, will violate the rights of any third parties. Author may
include copyrighted materials in the learning event materials provided he or she has obtained written permission for such, paid fees to the copyright holder and included appropriate attribution to the copyright holder, including notice of copyright ownership in the materials. Author will submit any applicable copyright permissions letters to the International Parking Institute (“IPI”). Excerpts from IPI’s copyrighted publications may be used without written permission, provided that IPI’s copyright ownership is prominently noted in the materials.

References: ANSI/IACET 1-2013 Standard CE/T

Please check the following boxes in agreement of these statements:

☐ I agree I am using my laptop and a standard AV package will be provided to me and if I require additional AV, I realize there may be a fee passed on to me for that request. I understand all requests for additional/special AV must be submitted by March 3, 2017 or there will definitely be a service charge for accommodating, if even possible.

☐ I agree to use the IPI provided speaker templates and to not alter them in any way as to remove content specifically designed for this event. I understand that this template must be used for all presentations to keep with continuity of the event.

☐ I agree the Association may also request me to include “house ads” or other “advertorial slides” in my presentation and I agree to include those in the location as requested.

By submitting this speaker agreement, you represent and affirm that you have the legal right to do so and that your presentation will not violate any third party’s privacy rights, publicity rights, contract rights, copyrights, or other proprietary rights.

_____________________________________________________________________________________________

<type Speaker’s full name> __________________________ __________________________ Date 2/10/2016

<Signature>

Please sign and date below. Please return this agreement by December 21, 2016, 6:00 PM EDT to Kathleen Federici by Fax 703.566.2267 or email federici@parking.org Retain a copy for your files.