

SPEAKER AGREEMENT

Provided by:
The Society for Radiation Oncology Administrators (SROA)
4800 Hampden Ln, Ste 200
Bethesda, MD 20814-2934
Phone: 301-718-6510
Email: info@sroa.org



REQUIRED MATERIALS AND DEADLINES:

1. PRESENTATION INFORMATION: **Deadline: July 10, 2020**
2. SPEAKER AGREEMENT: **Deadline: July 10, 2020**
3. CONFLICT OF INTEREST/FACULTY DISCLOSURE: **Deadline: July 10, 2020**
4. REGISTRATION: **Deadline: August 24, 2020**
5. VIDEO SESSION RECORDING: **Deadline: September 21, 2020**
- A copy of your PowerPoint Presentation needs to be submitted at the time you record.

1. PRESENTATION INFORMATION:

Name of Conference: **37th SROA Annual Meeting - Virtual**

SROA is pleased to offer you with a special discounted registration to the meeting of \$150 (maximum of 2 presenters per workshop). A promotion code will be sent by email once registration opens. Additional information can be found online here: <https://www.sroa.org/meetings/conference-2020/>

We are sorry, but the SROA does not reimburse workshop speakers for travel or per diem expenses.

Presenter Information (each presenter should complete this form and submit to awinter@paimgmt.com):

Name (as it should be listed on the website):

Organization (as it should be listed on the website):

Phone:

Email:

Title/Time of Presentation(s):

- a. Title:
- b. Time:

Please select one of the following options:

- I plan to record my session with IMS Technology Services (IMS TS) (Recommended)
- I plan to record session on my own and submit

2. SESSION RECORDING INFORMATION:

Sessions for the SROA Virtual Meeting will be pre-recorded and replayed live with the speaker participating in a live Q & A at the end to answer any questions. Speakers have the option of recording the session themselves or working with our team at IMS TS to record.

1. If you would like to have IMS TS record your session (recommended), you can schedule a time to record with IMS TS here: [SignUpGeniusLink](#)
* All recorded sessions must be completed and submitted by **September 21, 2020**.
2. If you wish to record your own session: Please click [HERE](#) to upload your session and any additional show related content no later than **September 21, 2020**.
 - a. Please be sure to label your video file with your name and your presentation title.
 - b. You can record your session on any platform to submit it. Please refer to the best practices below.
 - c. If we do not receive your recorded session/PowerPoint by September 21, 2020, then your session will not be presented at the SROA Conference.
 - d. Once you have recorded and submitted your session, your recording is FINAL and can not be re-recorded or edited.

Please refer to the following information from IMS Technology Services on best practices for recording a virtual meeting session:

1. Choose a quiet area to present from away from any noise or distraction as much as possible.
2. Please connect your computer to the internet with a hard-wired network cable if possible. Wi-Fi connections are acceptable, but wired is preferred.
3. Wear clothes with solid neutral colors. Avoid plaid and tight patterns.
4. Avoid bright or busy backgrounds.
5. It is best to face a window or light, do not have lights or open windows behind you in the camera shot.
6. Keep the webcam on your laptop or desktop computer at eye level. This can easily be accomplished, by placing a book or box under your laptop.
7. Close all non-essential programs such as email, and disconnect from VPN if possible. If you have not restarted your computer during the day of the event, please reboot it prior to starting the conference.
8. Depending on your web conference software, please use the program's application, versus the web browser based version. Zoom, Skype, GoToMeeting, etc. should open the event link in their application or prompt you to download it. If you use your phone, please be sure it is held in landscape.
9. If possible, wear headphones or earbuds to hear the other end of the web conference. If you are not using headphones, please keep the sound coming from your speakers at a minimal level to avoid echo.
10. During your talk, you can keep your slides, script or notes in front of you on your desktop display. This will allow you to minimize the web conferencing software during your talk.

By signing this agreement, and based on mutual consideration, I understand and agree to the above terms and conditions.

Speaker Signature

Date

Printed Name

3. SPEAKER AGREEMENT:

1. My session will address information/topics requested by SROA and agreed to by Me.
2. I agree to comply with all program-related deadlines provided to me by SROA, including but not limited to deadlines for PowerPoint presentations, AV requests, etc.
3. During my presentation, I will not engage in any type of promotional marketing or selling of any product or service, and I will not disparage SROA in any way.
4. I agree to notify SROA immediately in the event that an emergency should prevent me from meeting my obligation as a speaker.
5. I grant to SROA a royalty-free license to use, reproduce and distribute my presentation (including all handouts and PowerPoint presentations) in any way in the future, with appropriate attribution to me. I understand that this license does not change the fact that I retain copyright ownership of my presentation and does not prohibit me from using my presentation in any way or from allowing others to use it.
6. I provide consent for SROA to post a copy of my presentation on the restricted Members Only section of the SROA website.
7. To the best of my knowledge, my presentation does not violate any proprietary or personal rights of others (including any copyright, trademark and privacy rights), is factually accurate, and contains nothing defamatory or otherwise unlawful. I have the full authority to enter into this agreement and have obtained all necessary permissions or licenses from any individuals or organizations whose material is included or used in my presentation.
8. I authorize SROA to use my name, likeness, photograph, and biographical data in connection with the use and promotion of the program.
9. I understand that SROA will grant me up to two discounted meeting registrations per workshop (\$150 each).
10. Financial Disclosure Statement
Do you currently have or have you had within the past 12 months a relationship with a company or organization whose products or services are directly related to the subject matter of your presentation?
 No.
 Yes. If yes, please indicate the nature of the relationship.

By signing this agreement, and based on mutual consideration, I understand and agree to the above terms and conditions.

Speaker Signature

Date

Printed Name

Please return signed agreement by July 10, 2020 to Amy Winter by FAX (301-656-0989) or Email (awinter@paimgmt.com).

4. CONFLICT OF INTEREST/FACULTY DISCLOSURE

SROA Conflict of Interest Statement

Title of Presentation: (please type or print)

Your Name: _____

Phone# _____ E-Mail _____

All participants (authors, co-authors, invited speakers, etc.) must complete this form and **return it to the SROA office by fax at 301-656-0989 by July 10, 2020**. Any presenter indicating significant financial support related, directly or indirectly, to the subject of this presentation, must also complete and return a **SROA Faculty Disclosure Declaration**.

Please read and check this statement:

_____ I understand that SROA policy dictates that, in the event that unapproved uses are discussed in either the formal presentation or in informal discussion periods, I must disclose to the audience that the product is not approved in the United States for the use under discussion.

Check the item that applies to your participation or presentation:

_____ I (or my spouse or partner) do not have any relevant financial relationships with any commercial interests related, directly or indirectly, to the subject of this presentation.

- or -

_____ I (or my spouse or partner) have received or will receive something of value from a commercial or other party related directly or indirectly to the subject of this presentation. **If this statement is checked, you must complete and return the SROA Faculty Disclosure Declaration to the SROA office by July 10, 2020.**

Signature: _____ Date Form Completed: _____

SROA Faculty Disclosure Declaration

If you, your spouse or your partner has declared a relevant financial relationship, **please fax a completed, signed form to the SROA office at 301-656-0989**. You will not be permitted to present or participate at the 2020 annual meeting until you provide the following information. In the event of a significant conflict of interest, this matter will be referred to the SROA Program Committee for consideration.

Name: _____

Title Presentation: _____

Phone# _____ **E-Mail:** _____

In the space below, provide three items of information about each of your financial relationships:

1. **Commercial Interest:** the name of each proprietary entity producing health care goods or services, with the exception of non-profit or government organizations and non-health care related companies, with which you or your spouse/partner have, or have had, a relevant financial relationship within the past 12 months. For this purpose, we consider the relevant financial relationships of your spouse or partner that you are aware of to be yours.

2. **What was received:** what you or your spouse/partner received from the commercial interest (e.g., salary, royalty, intellectual property rights, consulting fee, honorarium, ownership interest, stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit). The Society does not want to know how much you received.

3. **For what role?** the role you or your spouse/partner played to receive the salary, goods, honorarium, etc.: employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, or other activities (please specify)

Commercial Interest
Examples: Company XYZ

What was received
Honorarium

For What Role?
Speaker

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Signature: _____ **Date Form Completed:** _____

Please return signed documents by **July 10, 2020** to Amy Winter by FAX (301-656-0989) or Email (awinter@paimgmt.com).

5. REGISTRATION

SROA is pleased to offer you with a special discounted registration to the meeting of \$150 (maximum of 2 presenters per workshop). Promotion codes will be sent once registration opens.

Please register by **August 24, 2020**.

6. PRESENTATION

In order to comply with CE requirements this time format **MUST** be followed.

A total time of 60 minutes is allotted for the session. Total presentation time is 50 minutes with 10 minutes for questions. To pre-record your presentation with IMS TS, please click [HERE](#) to schedule your appointment.

Please upload your presentation by September 21, 2020. If your session is not uploaded by this date, you will not be included in the virtual meeting.

Please be sure to familiarize yourself with the [workshop presenter toolkit](#) and [speaker resources](#).