

# SPEAKER AGREEMENT

Provided by:

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



## REQUIRED MATERIALS AND DEADLINES:

1. PRESENTATION INFORMATION: **Deadline: June 17, 2021**
2. SPEAKER AGREEMENT: **Deadline: June 17, 2021**
3. CONFLICT OF INTEREST/FACULTY DISCLOSURE: **Deadline: June 17, 2021**
4. REGISTRATION: **Deadline: August 26, 2021**
5. POWERPOINT PRESENTATION: **Deadline: September 16, 2021**

## 1. PRESENTATION INFORMATION:

Name of Conference: **38<sup>th</sup> SROA Annual Meeting**

Venue: **Hilton Chicago | 720 South Michigan Ave, Chicago, IL 60605**

Travel and Hotel: SROA is pleased to offer you with a special discounted registration to the meeting of \$250 (maximum of 2 presenters per workshop). A promotion code will be sent by email once registration opens. SROA has reserved a block of rooms at the Hilton Chicago at a special rate available to SROA attendees. Additional information can be found online here: <https://www.sroa.org/meetings/conference-2021/accommodations/>

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@sroa.org](mailto:awinter@sroa.org)):

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:

AV: The conference room will be equipped with a computer, a computerized projection system for PowerPoint presentations, a slide advancer and a podium with a microphone. We have noted the following additional AV requests (if applicable):

**Please contact [awinter@sroa.org](mailto:awinter@sroa.org) by June 17, 2021 with additional AV requests. AV requests made within one week of the meeting will not be honored.**

## 2. 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, A/V 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 offer a special discounted registration to the meeting of \$250 (maximum of 2 presenters per workshop). A promotion code will be sent by email once registration opens. SROA has reserved a block of rooms at the Eden Roc Miami Beach at a special rate available to SROA attendees. Additional information can be found online here: <https://www.sroa.org/meetings/conference-2021/accommodations/>
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 **June 17, 2021** to Amy Winter by FAX (301-656-0989) or Email ([awinter@sroa.org](mailto:awinter@sroa.org)).

### 3. CONFLICT OF INTEREST/FACULTY DISCLOSURE

## SROA Conflict of Interest Statement

Title of Presentation: (please type or print)

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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 June 17, 2021** to Amy Winter by FAX (301-656-0989) or Email ([awinter@sroa.org](mailto:awinter@sroa.org)). 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**.

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#### 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 June 17, 2021.**

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 2021 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 **June 17, 2021** to Amy Winter by FAX (301-656-0989) or Email ([awinter@sroa.org](mailto:awinter@sroa.org)).

## 4. REGISTRATION

SROA is pleased to offer you with a special discounted registration to the meeting of \$250 (maximum of 2 presenters per workshop). Promotion codes will be sent once registration opens.

Please register by **August 26, 2021**.

## 5. PRESENTATION

A total time of 60 minutes is allotted for the session. Total presentation time is 50 minutes with 10 minutes for questions. In order to comply with CE requirements this time format **MUST** be followed.

Each room will be equipped with a podium, wired microphone, laptop, projector, and screen. Please let us know if you have additional AV requirements.

### Technical Assistance

1. Always bring a copy of your presentation on a thumb drive with your audio and/or video files.
2. If you are presenting from a Mac laptop you **must** bring your av adapter with you! These are not available onsite. This adapter is the extended display adapter you received with your original Mac laptop or computer allowing you to send video out to another device.

#### For presentations with embedded VIDEO or AUDIO:

It is highly recommended that we review these presentations no less than 24hrs prior to your actual presentation. An AV Technician will be available to quickly test your presentation and solve any AV issues regarding the presentation

SROA, like many associations, no longer prints speaker presentations for the participants. Instead, all speaker presentations are posted on a restricted website, which participants can access approximately 7-10 days prior to the meeting. SROA's policy is to have all speaker presentations four weeks before the meeting. Presentations should be submitted online using a link which will be provided closer to the meeting. **Please upload your presentation by September 16, 2021.**

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