

**Speaker Agreement: xxBREAKOUT/SHORT TAKExx SESSION**

Carefully review and sign this agreement, and email it to James Walters at [jwalters@ncmpr.org](mailto:jwalters@ncmpr.org) by xxWednesday, Oct. 20, 2021xx. If you are no longer interested in doing the presentation or have questions, call (505) 349-0500, ext. 1.

**Title and Content Description**

«Presentation\_Title»  
«Description\_edited»

**Presenter(s)**

«Name», «Title»  
«InstitutionOrganization», «State»

**Session Details**

**Date:** «Day»

**Time:** «Time»

**Format:** xxOne-hour Breakout session/30-minute Short Take sessionxx

**AV**

Provided by Presenter: laptop

Provided by NCMPR: LCD projector and screen, internet connection, laptop sound, wired microphone(s)

**Virtual Presentation**

All presenters are responsible for recording their session for virtual conference attendees. Please see attached sheet for details. Send your recording to James Walters at [jwalters@ncmpr.org](mailto:jwalters@ncmpr.org) no later than XXdate, 20XX.

**Compensation**

None. Presenters are responsible for all conference expenses, including registration, travel and lodging.

**Nondiscrimination Policy**

NCMPR takes a resolute approach in its response to any display of insensitivity to diversity and inclusion through words, images or actions. We seek to foster an organization that is universally welcoming, respectful, educational and professional to all and expect conference presentations and presenters to be inclusive and respectful in all areas, including but not limited to terminology and imagery. Please contact James Walters at [jwalters@ncmpr.org](mailto:jwalters@ncmpr.org) with any questions.

**Questions?**

Contact: James Walters, NCMPR executive director, (505) 349-0500, ext. 1, [jwalters@ncmpr.org](mailto:jwalters@ncmpr.org)

**Acceptance and Approval**

\_\_\_\_\_  
Signature  
(insert signature or type in name)

\_\_\_\_\_  
Date