



Nevada State Apartment Association
Speaker Agreement and Guidelines
from the Education Committee

Updated December 2012

INTRODUCTION

The Nevada State Apartment Association (NSAA) is a non-profit organization who provides the Nevada multi-housing industry with legislative support, education and community outreach to benefit our membership and the communities we serve. The NSAA is devoted to supporting the diversity, integrity and ever-changing environment of the multi-family industry.

The NSAA exists to support the multi-housing industry and its professionals with proactive legislative efforts, by promoting career development through education, and by offering entertaining social opportunities. The NSAA also strives to promote the highest level of professionalism with established standards and practices throughout every segment of the multi-family industry, including management, marketing, maintenance and suppliers.

VOLUNTEER SPEAKER OPPORTUNITIES

The NSAA relies on volunteers to present educational training to its members. As our membership grows, it is imperative that we assist volunteer teachers and speakers in developing their content and presentation skills so as to meet the highest standards of educational programming.

Those individuals who are interested and willing to teach seminars sponsored by the NSAA must comply with the following requirements, procedures, and guidelines and be willing to sign the "NSAA Speaker Agreement attached hereto"

VOLUNTEER SPEAKER REQUIREMENTS

Continuing Education Programs (NAAEI)

Individuals interested in volunteering to present Professional Continuing Education Seminars must be approved by the Nevada Real Estate Division (NRED) and / or the National Apartment Association Education Institute (NAAEI).

Prospective Volunteer Speakers for Professional Continuing Education Seminars must prepare a Presentation Packet, which shall include the following:

- I. Documents of professional credentials, education and experience;
- II. Resumes and Credentials of Team Teachers and Guest Instructors;
- III. Present proposed Seminar Curriculum and Outline;
- IV. Provide Participant Notes and Handout Materials; and
- V. Provide a copy of Visual Aids including PowerPoint presentations.

Those wishing to teach an NSAA educational seminar must submit all of the above indicated documents directly to the affiliated NSAA committee at least thirty (30) days prior to the scheduled speaking engagement, unless otherwise advised by the committee. All Presentation Packets must obtain NSAA committee approval prior to use. A trial run of the proposed presentation may be requested prior to the granting of any final approval.

Program Speakers (Luncheons, Dinners and Roundtables)

Individuals interested in volunteering to present professional education programs at luncheons, dinners or roundtable events must be approved by the NSAA educational committee.

Prospective Volunteer Speakers for luncheons, dinners or roundtable events must prepare a Presentation Packet, which shall include the following:

- I. Documents of professional credentials, education and experience;
- II. Resumes and Credentials of Team Teachers and Guest Instructors;
- III. Present proposed Seminar Curriculum and Outline;
- IV. Provide Participant Notes and Handout Materials; and
- V. Provide a copy of Visual Aids including PowerPoint presentations.

Those wishing to speak at a luncheon, dinner or roundtable event must submit all of the above indicated documents directly to the affiliated NSAA committee at least thirty (30) days prior to the scheduled speaking engagement, unless otherwise advised by the committee. All Presentation Packets must obtain NSAA committee approval prior to use. A trial run of the proposed presentation may be requested prior to the granting of any final approval.

Team Teaching

The Education Committee encourages Team Teaching as a way of increasing the number of qualified presenters and improving the quality of NSAA programs thru collaboration among our experienced speakers. When speakers plan to Team Teach a program, all members of the team are expected to submit their credentials with the original submission. Interviews may be held by the affiliated NSAA committee.

Guest Speakers

All Speakers must be approved by the affiliated NSAA committee. Per direction of the NSAA, for any continuing education seminar, Guest Speakers must adhere to the approved outline. Guest Speakers shall NOT conduct any self-promotions.

Violations

To ensure all NSAA programs are of quality and value, violations of any of the above requirements shall be enforced by the affiliated NSAA committee, NSAA Executive Director and / or the NSAA Board of Directors. Violations of the foregoing standards may be referred to the Executive Officers for their consideration of reprimand. Such reprimand may include, but not be limited to, removal from the approved list of courses and / or instructors and loss of NSAA membership for up to ONE YEAR.

SPEAKER AGREEMENT

This SPEAKER AGREEMENT (“Agreement”) is entered into as of _____ by and between the Nevada State Apartment Association (“NSAA”) and _____, (“Speaker”). For purposes of this Agreement each of NSAA & Speaker may be individually referred to as a “Party” and collectively as the “Parties”.

In the event Speaker is duly selected to present at any NSAA event, the Parties hereinafter agree as follows:

1. No Modification of Event Dates:

The Parties recognize that event dates are published months in advance, and as such, it is not feasible to permit changes to event dates or times.

2. Scope of Authority:

Speakers may NOT purport to be speaking on behalf of the NSAA without the prior written approval of the Board of Directors.

3. Use of NSAA Materials:

Speakers may not distribute any document which purports to be an official document of the NSAA. Moreover, Speakers may not use the NSAA letterhead or logo without written approval of the Executive Director.

4. Limitation on Solicitation:

Speakers must understand that NSAA Educational Events are non-commercial. Speakers are speaking as a community service for the NSAA and are to offer educational information only. The NSAA provides a table at the program where promotional information and business cards may be displayed by the event sponsor. To this end, business cards may not be distributed to participants by the Speaker or its agents unless specifically requested by an individual participant. Moreover, the speaker, unless he / she is also the sponsor, may not display or handout promotional material of any kind.

5. Prohibition Against Post Marketing to Attendees:

Speaker and / or sponsor shall not use or compile their own attendee list for non-NSAA post marketing purposes.

6. Marketing of Event:

Any correspondence or memoranda to the general membership, media or public concerning the NSAA speaker event must be prepared on NSAA letterhead and approved by the Executive Director.

7. Compliance with Non-Commercial Intent:

All participant Notes and Handouts supplied by Speaker or Sponsor must comply with the non-commercial intent of the Educational Programs. Handout material may contain the following speaker information (see below in italics) on only the front page of the handout and within the PowerPoint presentation.

Name

Corporate Affiliation or Company Affiliation

Address

Phone / E-Mail Contact

8. Advertising Disclaimer

All flyers, meeting materials, or other advertisements prepared for distribution and advertising a speaking engagement shall contain the following language:

“The presenting speaker(s) for this event are not affiliated with the NSAA Board of Directors, nor do they maintain any authority or decision making ability within the NSAA. They are simply providing education material for the benefit of NSAA members and/or the general public. The thoughts and views expressed by the presenting speaker(s) do not necessarily reflect those of the NSAA or its members. To this end, the NSAA shall not be held liable in any way for the actions of the presenting speaker(s) at the speaking engagement or for the content of materials presented.”

9. Term:

This Agreement shall commence on the date indicated below and conclude at the completion of the indicated speaking event.

10. Cancellation:

Either Party may cancel this agreement and refuse to perform by providing the other party with 60 day written notice of intent to cancel.

11. Compensation:

Parties mutually agree that no compensation will be provided pursuant to this agreement. All speaker engagements are accepted and performed on a voluntary basis.

12. Independent Legal Advice:

Each party to this Agreement agrees, represents, and warrants that in executing this document it does so with full knowledge of the rights it may have in respect to the other parties to this Agreement, and that it has received, or had the opportunity to receive, independent legal advice as to these rights and the consequences of this Agreement

13. Waiver:

No waiver of any provision of this Agreement shall constitute a waiver of any other provision, nor shall such waiver constitute a continuing waiver. If any portion of this Agreement shall be

deemed by a court of competent jurisdiction to be unenforceable, the remaining portions shall be valid and enforceable.

14. Assignment and Modification:

Neither party may assign this Agreement without the express written consent of the other party. No modification or amendment of all or any part of this Agreement shall be valid unless it is reduced to writing and signed by both parties.

I / We accept the responsibility of presenting the following:

Title of Seminar

Date and Time

Location

I / We have read the Speaker Agreement and will adhere accordingly.

Speaker / Signature Date

Speaker / Signature Date

Speaker / Signature Date

Speaker / Signature Date