



INTERNATIONAL KINESIOLOGY COLLEGE
Guidelines for Conference Speakers

FORM 2 of 3

The (conference host association) welcomes you as a speaker at the International Kinesiology Conference endorsed by the International Kinesiology College.

In order to make this an enjoyable experience for all concerned, would you please observe the following guidelines:

1. the content of presentation material should be of a stimulating nature for the purposes of promoting kinesiology, (the host association) and the International Kinesiology College Ltd., and congruent with the advertised conference theme
2. speakers must observe copyright in respect to material either published in the journal or presented on stage
3. speakers may not use their presentation time solely to promote products or marketing strategies; advertising material may be distributed as agreed by the conference organisers
4. whether they are a member of the (host association) or not, speakers agree to abide by the Code of Ethics of the International Kinesiology College Ltd while attending and speaking at the conference
5. speakers agree to a royalty-free license that releases their paper and presentation for publication or use by diverse IKC supports (such as but not limited to the conference journal, the IKC e-Library, IKC e-shop and IKC websites), with no subsequent claims for copyright, financial or other compensations. This agreement does not change speaker copyright ownership of the paper/presentation, nor does it prohibit the speaker from using the paper/presentation in any other form.
6. speakers allows IKC to record, reproduce, publish and distribute their papers/presentations in such a way as to make them available, for purchase, to all attendees after the conference, as well as to the general public via IKC platforms. Speakers acknowledge and agree that IKC shall be under no obligation to pay them for any such use.
7. IKC agrees to provide free of charge, a copy of the presentation to the Speaker upon written request.
8. speakers should be flexible regarding published times should adjustments be necessary to the conference program
9. speakers agree to release the host association and the International Kinesiology College Ltd in the event of a claim made against the speaker in respect of the subject matter of the presentation or statements made by the speaker during the presentation
10. the (host association) and / or the IKC reserve the right to withdraw a speaker's presentation from the conference program and / or paper from the conference journal at any time, without explanation or notice.
11. any financial agreements and dealings are strictly between the speaker and the host association, and do not involve the International Kinesiology College Ltd.



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Your presentation has been scheduled for _____ minutes, on _____

Please be present in the room at least 10 minutes prior to this time.

It is the responsibility of the speaker to ensure that all necessary equipment is in the room prior to the presentation. Please contact one of the conference committee to confirm equipment is available and ready for use for your presentation.

We hope you enjoy your experience with our conference and look forward to having you present at future conferences.

I, _____ agree to the above conditions

.....
 Signed

.....
 Date

The conference host will attempt to supply resources for your presentation. Please complete the following:

- Testing table
- Overhead projector for transparent displays
- Power Point projector *
- Music / music player
- Whiteboard and pens
- Chart paper and pens
- Other

Water will be provided

* You must supply your own computer, Power Point presentation and connection cable to the projector. If a projector is not available you will be notified as soon as possible.

Please be considerate of the next speaker by concluding your presentation on time.

Conference host contact person:

_____ Email _____