



American Planning Association – Texas Chapter  
State Planning Conference & Short Course for Elected & Appointed Officials  
***Speaker Policies, Code of Conduct, & Responsibility***

### **Responsibility**

Speakers will be responsible for communicating in a timely manner with the Conference Program Chair, and any other co-presenter(s) regarding information about my session. By submission of a session application, speakers understand and agree to the following:

- Speakers will complete all speaker tasks within the online speaker management tool in a timely manner.
- In the event that the speaker(s) and/or content of my chosen session changes, the Speaker is responsible for informing APATX, and any co-presenter/s in a timely fashion. Changes will be re-evaluated by APATX for continuance in the program.
- In the event of a cancellation, the Speaker will notify APATX in a timely manner or suggest an appropriate substitute speaker who is knowledgeable about my presentation, which will be re-evaluated by APA. The Conference Committee reserves the right to remove any session from the program if the new speaker(s) presentation does not meet the learning objectives of the original accepted submission.
- APA has final determination of the scheduled date/time, format and length of the session.
- The Speaker is responsible for adhering to the materials development timelines, which includes submitting presentation materials and handouts to APATX prior to the conference (by the given deadlines) for inclusion in promotional materials and the website. In the absence of timely materials, APATX may discontinue my presentation.

### **APATX Policies**

- As a professional courtesy, speakers are encouraged to speak in no more than two education events (sessions, mobile workshops, etc.)
- Planning firms should be limited to two session submittals. Exceptions may be made for unique circumstances. The Conference Planning Committee should recommend to the Chapter Executive Committee if circumstances exist.
- The Chapter does not pay speaker fees nor reimburse travel costs for speakers.
- Speakers are encouraged to register for the conference, but registration is not required if a speaker attends only their session.
- Speakers may purchase a ticket for the luncheon for the day of their session.

### **Advertising and Sales**

- No advertising matter, commercial promotion, solicitation or sales of any type are permitted in any part of the APATX conference program.

## **Audio Visual Equipment**

- APATX makes every effort to foster enhanced visual presentations and provide its speakers with the highest quality presentation equipment and technical assistance. While APATX will supply WIFI access, it cannot be guaranteed high-speed. Please plan accordingly. Standard session room equipment includes a laptop, projector, screen podium, microphone, and laser pointer.

## **Conflict of Interest**

- Each program participant must provide his/her understanding and disclosure of any conflict of interest related to the presentation at the beginning of each presentation. The purpose of sharing this information is to help the attendees gain perspective on the presentations and to operate within the guidelines of AICP. In deciding what to disclose, all speakers should carefully consider whether any particular affiliation(s) could cause embarrassment to the speaker or the APA or whether it could lead to questions regarding the speaker's motives if such affiliation(s) were made public.
- All speakers should exercise particular care that no detriment to the APA will result from conflicts between self-interest and those of the APA.

## **Copyright Permission**

If your presentation includes content originally developed by someone other than you and taken from a copyrighted source, copyright permission may need to be obtained. You agree to do one of the following:

- a) Obtain permission from the copyright holder; or
- b) Inform the APA of the copyrighted content and we will work together to determine if copyright permission is required and to help you obtain it; or
- c) Modify your presentation to conform to copyright law.

## **Miscellaneous**

- APATX reserves the right to permit broadcasting of all APATX sessions including recording of the sessions and distribution of copies of the session presentations either in hard copy, electronically or online. The speaker agrees to allow my session(s) to be video and/or audio taped.

## **Statement of Professionalism**

The American Planning Association - Texas Chapter strives to present the highest quality program. The session material must be relevant and presented in a professional manner within the allotted time. All APATX sessions will be educational in content and free from commercial or promotional bias. Because audiences for these programs come from diverse backgrounds, speakers must be sensitive to everyone in the audience. All members of the profession and its allied fields should be made to feel welcome, safe and comfortable, both psychologically and physically. Speakers should embrace a communication style that is sensitive to differences in gender, ethnicity, age, religion, politics, and disabilities. Any harm claimed by a member of the audience shall be the sole responsibility of the speaker. Consequently, all speakers should review the content of their courses and their delivery styles, use inclusive language, and eliminate all inappropriate and offensive remarks.

## **Acceptance of Conditions**

Submission of application indicates your acceptance of the above Conditions.