



2016 ISA International Conference and Trade Show

Presenter Policies/Speaker Agreement Registration

Each presentation selected for the conference includes one complimentary full-conference registration. Only one complimentary registration will be made available to panels or symposia sessions, or presentations with more than one presenter. Secondary or supporting presenters are responsible for their own registration.

Poster presenters are eligible for a one-day registration at the early ISA member rate (\$222 USD); registrations after the early registration deadline will receive only a \$222 discount toward the registration fee. Student poster presenters will receive a discount of \$95 USD.

Speakers will receive email instructions for receiving their complimentary registration. All costs incurred for additional conference activities, workshops, or tours are not covered by the complimentary registration and are the responsibility of the presenter.

All presenters are responsible for their own travel and accommodations. Reservations at the official ISA conference hotels must be made through the hotels' reservations desks. Follow this link (<http://www.isa-arbor.com/events/conference/hotels.aspx>) for more information.

Stipends

A stipend is a lump sum payment and does not require a presenter to submit travel expense receipts. For a presenter to receive a stipend, he or she must:

- Submit a contribution to the ISA Conference Proceedings by July 21, 2016
- Perform his or her presentation obligation
- Submit a stipend request form by September 18, 2016

Stipends will be paid only to the principal presenter. This individual can then distribute the stipend among any assisting presenters at their discretion. All stipends will be paid in US Dollars. Stipend rates are as follows:

Tree Academy Workshops:		Climbers' Corner Demonstrations:	
North American speaker:	\$600 per workshop	North American speaker:	\$50 per 5 presentation minutes
Off-continent speaker:	\$750 per workshop	Off-continent speaker:	\$65 per 5 presentation minutes
General Educational Sessions:		Poster Presentation:	
North American speaker:	\$50 per 5 presentation minutes	\$100 per poster	
Off-continent speaker:	\$65 per 5 presentation minutes		

Acceptable Proceedings Materials

Conference attendees request that speakers provide additional information about their talk. To meet this need ISA will produce a compilation of conference proceedings submissions for uploading to their website. **To receive a speaking stipend, speakers must submit one of the one of the following items for inclusion.**

- A PowerPoint of the presentation (will be converted to PDF format)
- An electronic handout for presentation attendees
- Recent contribution to *Arborist News* or *Arboriculture & Urban Forestry* on presentation topic
- A new manuscript for *Arborist News* or *Arboriculture & Urban Forestry* (additional \$250 manuscript stipend available)

Media and Marketing Release

I hereby waive any right to inspect or approve the finished conference proceedings, webpage, or printed or audio materials that may be developed or used as part of this conference.

I hereby release, discharge and agree to make harmless ISA, its representatives, assigns, employees or any person or persons, corporation or corporations, acting under its permission or authority for whom might be acting including any firm publishing and/or distributing the finished product, in whole or in part, from and against any liability as a result of any distortion, alteration, optical illusion, or use in composite form, either intentionally or otherwise, that may occur or be produced in the taking, processing or reproduction of the finished product, its publication, distribution, or broadcast of the same event should the same subject me to ridicule, scandal, reproach, scorn, or indignity.

I hereby certify that I am over 18 years of age, and competent to contract in my own name in so far as the above is concerned. I am not compensated in any way unless otherwise noted in writing.

Cancellation Policy

Your participation in the ISA Conference is important to the success of the event. As you are aware, prospective attendees rely on the promotional material announcing your participation. Upon your agreement of this document, you agree that you will only cancel your participation due to circumstances beyond your control, and that you will notify us immediately.