



Date: _____

Name: _____

Email Address: _____

I am pleased to present this letter summarizing our agreement regarding your presentation at this year's DC Sustainability Summit.

1. EVENT DETAILS

Event Name:	2024 DC Sustainability Summit
Event Date:	Wednesday, September 18, 2024
Event Time:	<i>Time of Session</i>
Speaker Time Block:	<i>Start and End Time (to include pre & post session)</i>
Speaker Presentation Time:	<i>It may vary from event time above</i>
Length:	<i>60 minutes (for example)</i>
Audience Size:	150 people (approximately)
Event Location:	Tysons Concourse Conference Center 1595 Spring Hill Road Tysons, VA
Session Title:	<i>Title of Session</i>

2. MARKETING DETAILS

At your earliest convenience, we ask that you provide us with a photo and a bio (not more than 175 words) that we can use in our event marketing.

The marketing avenues planned for this event are social media including, but not limited to Facebook, LinkedIn, Twitter, and Instagram, our event website (www.DCSustainability.org), host website (www.dcsdesign.com), email blasts, and online advertisements. Other marketing avenues may be added to this list at a later date.

DC Sustainability Summit organizers will attempt to tag speaker and / or organization in all social media posts for this session. We ask that speakers and / or organizations also promote the session. We will be forwarding our media kit to you soon as well.



Please provide the details (as it should appear in our marketing efforts):

Name: _____

Company: _____

Title: _____

3. DISCOUNT CODE AVAILABLE

We encourage you to invite your colleagues, associates, and contacts to attend the event at a discounted rate by using the discount code *insert code here* (the code is case sensitive). Please feel free to share this code through email blasts, social media posts or other marketing avenues at your discretion.

DC Sustainability Summit could also share this information with your contacts on your behalf, if preferred. To do so, we will need the following:

1. List of contacts' email addresses
2. How your name should be displayed as the email sender

4. PRESENTATION FORMAT

To be sure that your presentation runs properly at the venue, we ask that you send us PowerPoint files that have been Exported and Packaged for CD with Linked files and Embedded TrueType fonts. If you have any questions about this or need assistance, please contact our IT Specialist, Spencer Browne at 571-620-7805.

We also ask that PowerPoint files be delivered to us no later than _____. Should you need a later delivery date, please let us know.

5. SPEAKER RELEASE

We ask for your authorization to incorporate your presentation and/or video and images produced for / during the event in our future marketing materials and educational content including, but not limited to: reproduction, distribution to attendees, creation of derivative works, and display online at our event site, www.DCSustainability.org.



Please indicate the level of consent below:

____ Yes, I agree.

____ Yes, I agree, but with the following exceptions: _____

6. COMPENSATION

In exchange for your participation in our event, we will provide you with the following:

(1) Complimentary Conference registration to include all sessions.

No monetary compensation will be provided. Travel expenses are not expected; any travel expenses incurred will not be reimbursed.

7. REHEARSAL

We will work with speaker to arrange a session rehearsal at a mutually agreed to date / time prior to the event date.

If possible, we ask that speaker be in the location as well as use the equipment they intend to use during the live session. This will help us work through any lighting or equipment concerns before the session.

We very much look forward to your participation in the DC Sustainability Summit! Should you have any questions or need anything further, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Kathy Lawson". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Kathy Lawson, Director of Sustainability
DCS Design

klawson@dcsdesign.com

Office: 703-556-9275 | Direct: 703-483-0344



ACCEPTED BY:

Signature

Printed Name

Date

Contact Phone Number (Cell Phone Preferred)