



Date:

Name:

Email Address:

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

1. EVENT DETAILS

Event Name:	2026 DC Sustainability Summit
Event Date:	Wednesday, September 16, 2026
Event Time:	9:00 am – 4:30 pm
Speaker Arrival Time:	<i>To be determined</i>
Speaker Time Block:	<i>To be determined</i>
Length:	<i>To be determined</i>
Audience Size:	150 people (approximately)
Event Location:	Towers Crescent Conference Center 1850 Towers Crescent Plaza Tysons, VA
Session Title:	<i>To be determined</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.

We will circulate details for a recording we can use as a preview for the summit along with a deadline to deliver.



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 *DIS26SPE* (the code is NOT 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 or a PDF file. 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 September 7, 2026. 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. CONFERENCE ATTENDANCE

Please indicate which session(s) you will attend and we will register you:

____ Session 1 ____ Session 2 ____ Session 3 ____ Session 4

____ Expo ____ All Sessions

Please indicate any of the below, as necessary:

____ Certificate of Completion ____ AIA Member (AIA#) _____

Dietary Restrictions / Preferences:



8. REHEARSAL

If speaker would like to have a session with DC Sustainability Summit organizers, we will be happy to schedule a virtual meeting to do so at an agreeable date / time.

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 us.

Sincerely,

Kathy Lawson
DCS Design
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Mobile: 703-483-0344

Kelly Fairbank
DCS Design
kfairbank@dcsdesign.com
Mobile: 703-489-4898

ACCEPTED BY:

Signature

Date

Contact Phone Number (Cell Phone Preferred)

Preferred Name / Nickname