

### Terms and Conditions – Conference Presenters

The terms and conditions stated within this document forms the agreement between the presenter and ACHPER Victoria. All presentations should align with ACHPER Victoria’s mission statement **“Enhancing, supporting and advocating for highest quality health and physical education in Victoria through effective engagement with teachers, schools and communities.”**

#### Section 1 Presenter Terms and Conditions

##### Presentation Logistics

- All presentations are 30-60 minutes, including time for questions. Please check your invitation letter for your nominated time.
- Presentations must adhere to all relevant copyright laws. [Click here](#) for an overview.
- Presentations and materials must comply with Victorian Curriculum and Assessment Authority guidelines where applicable. [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au).
- Sessions will be delivered live via the virtual conference platform or pre-recorded.
- Where sessions are pre-recorded, the conference organisers will confirm recording and submission expectations. You will need to submit your recordings to the conference organisers by Monday 12 October 2020. Please note, pre-recorded sessions may require presenters to be available during the session timeslot to facilitate live Q&A.
- Where sessions are delivered live, the conference organisers will provide guidelines/instructions and you will be required to participate in a rehearsal, which will be scheduled for the week prior to the conference. This will prepare presenters and ensure you are familiar with the virtual platform. This also applies to presenters who have pre-recorded their session and are participating in the live Q&A.

##### Session Handouts and Recordings

- All sessions will be recorded and made available for conference delegates to view following the presentation and post the event via the ACHPER Victoria eLearn platform. This includes any pre-recorded sessions. All recordings remain the property of ACHPER Victoria.
- All presenters are requested to provide an electronic copy of additional session materials (including handouts, supporting resources and PowerPoint slides) to ACHPER Victoria by close of business **Monday 12 October 2020**.

## Session Logistics

- You will be notified by Tuesday September 1, 2020 if your submission has been accepted into the final event program.
- ACHPER Victoria intends to collect evaluation data from delegates for all presentations and will make this available to the presenter following the event.

## Section 2 Presenter Remuneration Policy

ACHPER Victoria is a not-for-profit organisation; our goal is to engage high quality speakers while minimising the cost to delegates.

Requests for remuneration such as session preparation must be addressed in writing to the conference committee for review. For more information about remuneration and how to submit a request, please contact our Professional Learning Manager, Dr Bernie Holland.

## Section 3 Additional Terms and Conditions – Commercial Presentations

Commercial operators may present for educational purpose only, and are **not** permitted to:

- Collect delegate contact details for commercial use, or
- Advertise or sell commercial products or services during the presentation.

## Section 4 Presenter Benefits: Practicing Teachers and Tertiary Educators

ACHPER Victoria offers practicing teachers and tertiary educators who present a complimentary conference registration. This offer does not extend to teachers and tertiary educators who are representing commercial, including non-for-profit, organisations or interests.

The ACHPER Victoria team is available to assist you with any queries you may have about preparing your submission. For any queries, please contact:

Dr Bernie Holland

Professional Learning Manager

ACHPER Victorian Branch

(03) 9274 8906 or 0411 268 902

[bernie.holland@achper.vic.edu.au](mailto:bernie.holland@achper.vic.edu.au)

Please indicate your acceptance of these terms and conditions below, save a copy with your name as the file name and send to [adriana.pinder@achper.vic.edu.au](mailto:adriana.pinder@achper.vic.edu.au).

I have read and accept these terms and conditions.

Name \_\_\_\_\_ Signature\* \_\_\_\_\_

Date \_\_\_\_\_

\*(Note: Electronic signatures accepted)