



Presenter Agreement

About this agreement

We ask all our presenters to read and agree to these terms and conditions of presenting at a Vernon Systems user group meeting or webinar. We want to ensure everyone is aware of the process and is able to consider the requirements.

User group meetings

We hold user group meetings for our products, both online and in person. These meetings are an opportunity for clients to get an update on our products, discuss their needs and feature requests with us, and network with each other.

We include presentations from clients and associated organisations to share their work.

Webinars

We hold regular free webinars that our clients can attend. These are focused on how to use different features of our products. Clients are welcome to host a webinar and share their knowledge and experience.

Technology used in your presentation

For slides, we use PowerPoint.

For online meetings, we use Zoom as our video conferencing service. Each session will be held on Zoom and presenters will share their presentations from their own devices.

Presenters will participate in a technology check over Zoom at least a week before presenting.

Content of your presentation

You are responsible for copyright clearance of any material used in your presentation.



Inclusivity

We respect and support people of all backgrounds. We commit to being a safe space for indigenous culture, minority groups, and people from diverse communities. We encourage presentations representing everyone and encourage respect for all speakers.

Recording and publishing your presentation

For online meetings, we record the Zoom sessions (audio and video), including your presentation and screen-sharing. We publish videos of the online sessions on our public YouTube channels. We don't record in-person presentations.

Time limit for your presentation

User group meetings

Presenters have up to 15 minutes. This is followed by up to 5 minutes of question time from the attendees. We will need to end your presentation if it goes over time, to allow other presenters their allocated time.

Webinars

Presenters have up to 30 minutes. This is followed by up to 15 minutes of question time from the attendees.

Presentation tips

- The Zoom aspect ratio is 16:9.
- Keep it short and to the point.
- Tell a story.
- If sharing a slide deck, add pictures and use large fonts.
- Avoid dense screenshots.
- If you have a large monitor, test the resolution of your presentation on a 1920x1080 display before you present.
- If sharing your screen, ensure confidential information is not shared.
- Turn off notifications from other applications, or close them.



Agreement

I agree to the above terms and conditions.

Signed: _____

Name: _____

Date: _____