



Holistic Education Foundation

PO Box 255
Palm City, Florida 34991
(772) 208-7688
info@HEFgives.org
www.HEFgives.org

Guest Speaker Information Form

Please complete name, credentials and title as you wish them to appear in printed material (i.e. flyers). This form must be completed in its entirety. This contact information will be used to update the Holistic Education Foundation website, Facebook, and all future correspondence related to the meeting.

PLEASE SEND YOUR RESUME OR BIOGRAPHY INFO ALONG WITH THIS FORM to info@HEFgives.org or to PO Box 255 Palm City, Florida 34990

Name: _____

Job Title: _____

Employer: _____

Work address: _____

Telephone: (work) _____

Email address: _____

Website: _____

Title & Description of your presentation: (We use this info to create a Facebook event)

Materials/Media required for presentation: _____

Please provide us with your biography/one sheet/degrees/credentials. HEF leaders will use the information to introduce you at the event.



Holistic Education Foundation

PO Box 255
Palm City, Florida 34991
(772) 208-7688
info@HEFgives.org
www.HEFgives.org

Guest Speaker's Name: _____ **Date of Presentation:** _____

Guest Speaker Agreement & Responsibilities

The Holistic Education Foundation is a non-profit organization dedicated to bringing information and resources of natural health to the community.

The Holistic Education Foundation meetings are offered as educational information only. Therefore, we do not allow direct marketing to our members, through our meetings, emails, website or mailing list.

The Holistic Education Foundation strongly believes in building community, by sharing and connecting natural/holistic practitioners with members, to form a mutually beneficial relationship. We want your presentation to be successful, and we will assist you to share your experience and expertise.

Please read the guidelines below that outline the Holistic Education Foundation's requirements for speakers.

- The Holistic Education Foundation will notify the press to assist in promoting your presentation. The Holistic Education Foundation cannot guarantee the press will print or post online.
- The Holistic Education Foundation will create a Facebook event for your presentation & share it on our public and private Facebook pages. We request if applicable you share the event on your business pages also.
- The Holistic Education Foundation will provide you with a digital copy and printed copy (if desired) of a flyer for your meeting. We request at least 2 weeks prior to your presentation, that you display the flyer in your place of business where your clients can view it.
- The Holistic Education Foundation requests, if you use Facebook and/or Instagram, that you "like" our page.
- All presentations and supporting materials must promote educational information and availability of resources, not a specific proprietary business of interest or a commercial interest.
- Presentations are on a volunteer basis and no exchange of any monies from the Holistic Education Foundation will take place.
- The Holistic Education Foundation requires that all speakers comply with the above guidelines by signing and dating this form.

- Every speaker is required to complete the **Guest Speaker's Information Form**, and the **Guest Speaker Agreement & Responsibilities** 30 days prior to the presentation date.
- The Holistic Education Foundation will allow presentation handouts and business information to be available to our members in our members only Facebook group. If you provide printed copies they will be available at our meetings in our "past speaker's" portfolio.
- All handouts need to be submitted for approval 2 weeks prior to the presentation date.
- The Speaker attests (i) the content of the presentation and handouts are accurate to the best of his/her knowledge; (ii) the presentation and handouts are the speakers original work and will not infringe on any personal or property rights of any other person or organization; (iii) the speaker has obtained all necessary permissions to reproduce or use any materials for which the speaker is not otherwise authorized; (iv) the presentation will be educational in nature and will not include a sales pitch for any product or service; and (v) the presentations and handouts do not contain any materials which are slanderous or disparage the products or services of any person or organization.
- The Speaker hereby grants to the Holistic Education Foundation, a non-exclusive, unrestricted, irrevocable, royalty-free license to record, reproduce or reprint, in written, audio, audiovisual or electronic format, the presentation and any handout materials for any purposes related to the meeting.
- The Speaker hereby indemnifies and holds the Holistic Education Foundation harmless from and against any and all claims, expenses (including reasonable attorneys' fees), and liability whatsoever arising, directly or indirectly, out of a breach of the foregoing representations or your actions or inaction at, or participation in, the presentation.
- Special equipment needed for the presentation must be discussed in advance. The Speaker must provide their own equipment. If the presentation requires equipment, it must be set up 15 minutes prior to the start of the meeting.

Your signature below represents your agreement to comply with all responsibilities outlined above.

Guest Speaker's Signature: _____ Date: _____

Guest Speaker's Name (Please Print): _____