

Presenter Rules and Responsibilities

Please review the following 'Summary of HBK Virtual Conference Presenter Responsibilities'.

The submission deadline for the abstract is **4 September 2020**.

An HBK representative will contact you no later than **9 September 2020** regarding the status of your presentation proposal. Here is a summary of what you can expect if your proposal is selected and you agree to participate in the event as a presenter.

Accept your selection: Please do not agree to present if you are not able to make a firm commitment to comply with the deadlines for submitting presentation materials and delivering your presentation at the event. This includes obtaining any approval required by your organization within the stated deadlines.

Registration: If you are the primary author for a presentation, your registration will be processed automatically, and you will receive a confirmation e-mail along with your acceptance. If you do not receive a confirmation e-mail, please contact Aimee.Wiltshire@hbkworld.com or Alex.Nazar@hbkworld.com.

Co-authors who plan to present must register separately.

Submit all required presentation material and forms: The required templates will be provided to you by an HBK representative once your abstract has been accepted.

Submit complete final draft: You must submit a complete final presentation no later than **18 September 2020**.

Submit publication release form: Please make sure all the content in your presentation can be released for publication and prepare for any approval process necessary within your organization. You must submit the signed publication release along with your final presentation no later than **18 September 2020**.

Presentations will either be recorded or in a live format during the HBK Conference. This will be discussed between the HBK representative and the presenter. The presenter must ensure that they have the equipment/software to be able to record or host a live presentation (video, audio, etc.). This will also be advised during discussions with the HBK representative. If it is decided that the presentation will be presented live, the presenter must also agree to a minimum of two test presentations before the live event is hosted on the 13, 14 and 15 October 2020. If the presentation is recorded for the virtual conference, the recorded presentation deadline is **2 October 2020**.

Photo/Video Personal Release

By accepting to present at the HBK Virtual Conference, the primary author and any contributing authors who will be sharing the stage understand that HBK Virtual Conference may be videotaping any or all presentations, including yours. You understand, consent, and authorize HBK to take, edit, use, and publish the video/audio of your presentation. You further understand that, at the organizer's discretion, portions of your videotaped presentation, including still images, may be used for promotional purposes.

There is no time limit on the validity of this release, nor is there any geographic limitation on where the video material may be used.

You, therefore, waive any current or future claims against HBK relating to the use of the video of your presentation and release them from any obligations to you with regard to royalties or compensation, editing, alteration, copyright, distribution, privacy and/or publicity.

By submitting this presentation proposal, the primary author and any contributing authors who will be sharing the stage confirm that they have read and understand the 'Summary of HBK Virtual Conference Presenter Responsibilities' (as outlined in the previous sections), and you agree to comply with the stated requirements if your proposal is selected and you accept that selection.

Please read and accept the terms of use and the data privacy policy of HBK.