



James J. Hill Center
Speaker Series Terms and Conditions
www.JJHill.org
651-265-5500

Speaker Terms and Conditions

Thank you for expressing an interest in taking part in our program of workshops and seminars. We offer these as a part of the many and varied services we offer to the business community in St Paul and Greater Minnesota.

Our audience is a diverse group of people from the business community, comprising mostly of job seekers, entrepreneurs and small business owners.

We cannot guarantee the event will be fully booked.

Non-commercial Policy

James J Hill Center events are non-commercial learning experiences.

We are very grateful to you for taking the time to offer these sessions. We ask all our speakers to agree to the following:

- Events must not be used for direct promotion of your product or services
- Speakers should refrain from using brand name and/or endorsing specific products
- Speakers must refrain from either making overt statements or using harsh language and/or pointed humor that disparages any individual or group.
- Photography, filming or recording are NOT allowed either by the speaker or the delegates
- Please leave any low-key self promotion until the end of the session
- We do not permit any books, courses, etc to be sold as part of these presentations.

Honoraria; Travel; Expenses

As a not-for-profit organization, the James J Hill Center does not pay honoraria. Speakers must cover their own expenses.

What Happens Next?

1. After our meeting, you will be contacted within 5 working days to set up a date and time suitable to you.
2. Slots are Tuesdays between 11:30 and 1.
3. We recommend keeping your presentation to under 90 minutes..
4. Once the date is confirmed, please submit title, summary, website address and headshot for session
5. If we do not hear from you within two weeks, we shall assume the session is cancelled.
6. If an emergency arises, please contact [contact].
7. We reserve the right to cancel/postpone the event.



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8. Bring any Powerpoint, visual aids, etc.
9. Bring a laptop with an HDMI output so presentation can be shown on TV.
10. Nothing can be posted on the walls, no exceptions
11. If you need to move furniture, cords, etc, please notify us in advance.

Before Your Seminar

Promotion

We will promote your event on all of our communication platforms.

1. Mailing list
 - a. Presenter's Logo and Headshot for Marketing Materials
 - b. Web page
2. Web Page – 1 month before event
3. Please abide by Hill branding guidelines while using Hill name or logo.
4. Reminder for delegate

Your Seminar Reminder

1. You will receive an email reminder one week before your seminar to confirm details.

Day of Seminar

1. Please arrive 15 minutes before the start of the session to allow for setup.
2. One of the Business Librarians will act as host
3. There will be no late admittance
4. You may provide handouts. We will not provide handouts for participants.
5. Evaluation forms are for library use only. If you wish to take contact details from attendees we suggest that you ask for business cards or use your own forms.

After Your Session

1. The events coordinator will go through the forms for all of the events at the end of each month and will send you any comments/feedback.
2. After your first event, providing we have received positive feedback and you wish present again, you may set up another date.
3. When promoting future dates, we will include examples of positive comments on all our communication platforms.