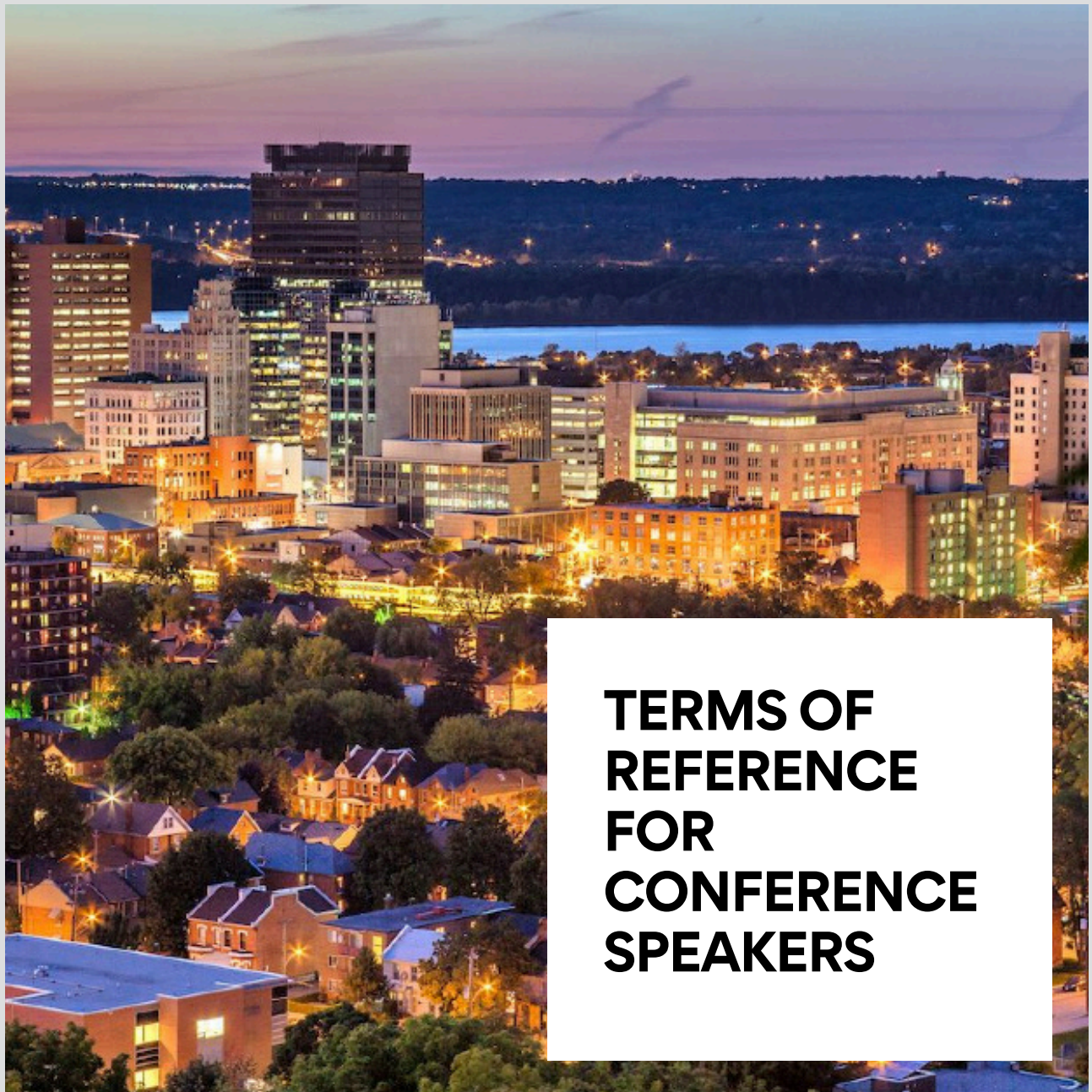


CEWIL 2025

FORGING THE FUTURE TOGETHER



**TERMS OF
REFERENCE
FOR
CONFERENCE
SPEAKERS**



Should your submission be accepted, you, and each of your co-presenters, agree to the following:

- 1. Speaker Terms:** One speaker must be identified as the Speaker Contact for the proposal and all session speakers must be included as co-presenters. If there is a change in the speaker line-up or session description, it is the Speaker Contact's responsibility to inform CEWIL Canada as soon as possible by emailing the program committee chair. Conference presenters can normally participate in a maximum of two sessions. This is to ensure a diverse cross-representation of speakers over the course of the conference. Any additional speakers that are already speaking at two other sessions, cannot be added as a co-presenter.
- 2. Register and Pay the Registration Fee:** Upon your acceptance, you will be required to register by April 30, 2025 at a special discounted speaker registration rate. No other speaker compensation will be provided. Any co-presenters that have not registered for the conference will not be listed in the final conference program. CEWIL Canada's registration rates and cancellation policy are available on the registration home page.
- 3. Presentation Content Terms:** The selling of goods and/or services during sessions is NOT PERMITTED at CEWIL 2025. In cases where we receive multiple complaints about selling in a session, you risk your proposal being declined in future years. If you wish to promote your goods and/or services, materials or products during the conference, please contact the sponsorship committee about partnership, advertising and exhibitor opportunities.
- 4. Accessibility of Session Requirements:** It is our expectation that all conference sessions are accessible to delegates attending CEWIL 2025. All speakers must use the microphone provided in the rooms, use digital tools during their sessions to ensure delegates can follow presentations, and adhere to the guidelines on accessibility that will be provided to all speakers ahead of the conference.
- 5. Headshots and Bios:** Headshots and a short biography for those that accept the invitation to present at CEWIL 2025 will be due no later than February 28th, 2025.
- 6. Notification of Acceptance:** All Speaker Contacts will be notified regarding the status of their application for the CEWIL 2025 conference by January 31, 2025. Speakers who have been accepted will be required to confirm their acceptance by replying to the invitation email by the deadline included in that email. Waitlisted speakers will be updated as spots become available. If you are no longer able to present at any point, please send notification to the program committee chair as soon as possible so that others on the waitlist can be notified and have the chance to prepare.