

Speaker agreement

Contributor agreement for short practitioner-led professional learning sessions

1. Parties and purpose

This agreement is between ConnectEd Counselling and Consultancy (ConnectEd) and the presenter identified below (Presenter). It sets out the terms on which the Presenter contributes a recorded professional learning session to the ConnectEd School Practice Hub (the Hub).

Presenter name	
Session title	
Date agreed	
Presenter email	

2. The contribution

The Presenter will prepare and provide a recorded professional learning session, usually 20–30 minutes in length, together with any agreed slides, handouts, profile information and supporting resources.

The session is intended to share practical professional knowledge with people working in and around schools. ConnectEd may provide recording, presentation and content guidelines before recording.

3. Voluntary and unpaid contribution

The Presenter understands that this is a voluntary contributor opportunity and is not a paid commissioned presentation.

No presenter fee, royalty or other payment is payable unless ConnectEd and the Presenter separately agree in writing to a different arrangement for additional work.

The Presenter receives non-financial benefits including professional attribution, a presenter profile, links to their professional work where appropriate, hosting of the session and promotion by ConnectEd. ConnectEd does not guarantee any particular audience size, number of views, referrals or commercial benefit.

4. Ownership of the Presenter's material

The Presenter retains copyright and ownership of the original presentation, slides and resources they create, except for any ConnectEd material or third-party material incorporated into them.

This agreement does not prevent the Presenter from using, presenting, publishing or licensing their own material elsewhere.

5. Licence granted to ConnectEd

The Presenter grants ConnectEd a non-exclusive, worldwide, royalty-free licence to host, reproduce, publish, display, stream and distribute the recorded session and supplied materials for the purposes of the Hub and ConnectEd's professional learning activities.

The licence includes permission for ConnectEd to feature the session within ConnectEd webpages, free resource libraries, professional learning pathways and paid membership or PD libraries, provided the same substantive session also remains freely accessible through ConnectEd while it is being presented as a free Hub contribution.

ConnectEd may use the Presenter's name, approved biography, approved professional links, image, voice, session title, excerpts, screenshots and short clips to promote the Hub, the session and relevant ConnectEd professional learning offerings.

ConnectEd may create captions, transcripts, thumbnails, short descriptions, accessibility versions and reasonable format conversions. ConnectEd may make minor edits for sound, pacing, technical quality, branding, captions, spelling or removal of material that creates privacy, copyright or professional concerns. ConnectEd will seek the Presenter's approval before making substantive edits that could change the meaning of the presentation.

6. Presenter profile and professional promotion

ConnectEd may publish a Presenter profile alongside the session, including the Presenter's role, organisation (where approved), professional biography, areas of practice, LinkedIn profile, website and other agreed professional links.

The Presenter may identify their own services, resources, business, research or professional work in a proportionate way. The educational content must remain primarily educational rather than promotional. ConnectEd may ask for promotional material to be reduced or removed.

7. Publication and editorial discretion

Selection through the expression-of-interest process does not create an obligation on ConnectEd to publish the final recording.

ConnectEd may request reasonable revisions before publication and may decline, postpone, archive or remove a session where it considers the content unsuitable, inaccurate, outdated, technically inadequate, inconsistent with the purpose of the Hub, or likely to create legal, ethical, professional or reputational risk.

Where reasonably practicable, ConnectEd will explain any significant concern to the Presenter and provide an opportunity to address it before deciding not to publish or to remove a session.

8. Accuracy, evidence and professional responsibility

The Presenter is responsible for the professional content and claims they make in the session.

The Presenter will take reasonable steps to ensure factual, empirical, legal, regulatory and professional claims are accurate and current at the time of recording. Where a claim depends on legislation, professional standards, policy or research, the Presenter should identify the relevant source and date where appropriate.

The Presenter acknowledges that the session is general professional learning and should not be presented as individual clinical, legal, financial or other professional advice.

9. Privacy, confidentiality and work with children

The Presenter must not include information that identifies, or could reasonably identify, a student, client, family, colleague or other person without appropriate written permission.

Examples and case material must be fully de-identified and altered where necessary so that a person cannot reasonably be recognised from the combination of details provided.

The Presenter must not include confidential school, employer or organisational information unless they have authority to do so. Logos, internal documents, screenshots, photographs and recordings involving a school or employer may only be used where the Presenter has the necessary permission.

10. Third-party material and permissions

The Presenter confirms that material they supply is either their own work, used with permission, in the public domain, or used in a way the Presenter reasonably believes is legally permitted.

The Presenter is responsible for checking whether they need permission from an employer, school, co-author, photographer, publisher, program owner or other rights holder before including material in the session.

Where ConnectEd identifies a potential copyright or permissions issue, it may require the material to be replaced or removed.

11. Conflicts and commercial interests

The Presenter will disclose any material financial, professional or commercial interest that could reasonably be relevant to the content of the session, including where they discuss or recommend a product, program, service or resource from which they may benefit.

ConnectEd may publish an appropriate conflict-of-interest disclosure with the session.

12. Keeping the session current

The Presenter should notify ConnectEd if they become aware of a material error or significant change that makes an important part of the session inaccurate or outdated.

ConnectEd may add an update notice, request a revised recording or archive the session. ConnectEd may periodically review Hub content for currency.

13. Ending publication

Either party may request that ConnectEd stop future public hosting of the session by giving at least 60 days' written notice. ConnectEd will use reasonable efforts to remove the session from active webpages and libraries within that period.

Copies already distributed, downloaded, cached, included in past promotional material or retained in ordinary backups may continue to exist. ConnectEd may retain an archival copy for record-keeping purposes but will not actively republish it after the licence has ended.

ConnectEd may remove the session immediately where there is a significant legal, privacy, safety, professional or reputational concern.

14. Relationship between the parties

The Presenter participates as an independent voluntary contributor. Nothing in this agreement creates an employment, contractor, partnership, agency or joint venture relationship.

Publication by ConnectEd does not mean ConnectEd adopts or endorses every opinion expressed by the Presenter. ConnectEd may include a general disclaimer to this effect.

15. Governing law

This agreement is governed by the laws of Queensland, Australia. The parties will first try to resolve any disagreement directly and in good faith.

16. Agreement

By signing below, the Presenter confirms that they have read and understood this agreement and agree to contribute the session on these terms.

Presenter signature	
Presenter name	
Date	

For ConnectEd	
---------------	--