**AHVAP Use of Intellectual Material**

**Purpose**

The Association of Healthcare Value Analysis Professionals (AHVAP) Use of Intellectual Material Policy provides notice on AHVAP’s rights to use material. This policy applies to event (i.e., conference, webinar) speakers and AHVAP members who submit documentation, tools or presentations to AHVAP for the purposes of learning and networking amongst membership.

1. AHVAP shall exercise non-exclusive license to use materials in any manner deemed appropriate including, but not limited to, the reproduction, distribution, creation of derivative works, and display on the internet, with AHVAP retaining the proceeds derived from such distribution and use of property. The non-exclusive license applies to:
   1. Speakers who are required to complete the attached “Speaker’s Confirmation Agreement”
      * Speaker Confirmation Agreement form should be sent in PDF format to the speaker.
      * Agreement should be completed by the designated date and returned to AHVAP’s management company representative.
      * All forms will be filed with AHVAP’s Management Company.
   2. AHVAP’s online Resource Library exists for the use of learning and networking amongst AHVAP members.
      * Members who choose to upload information are reminded that AHVAP will exercise non-exclusive licence via the following message displayed within the website upload process:
        + “By submitting information to AHVAP the submitter acknowledges AHVAP’s non-exclusive license to use materials in any manner AHVAP deems appropriate including, but not limited to, the reproduction, distribution, creation of derivative works, and display on the internet, with AHVAP retaining the proceeds derived from such distribution and use.”

03/2021 (MM/YYYY)

Revision/Review Approval Date

10/2016 (MM/YYYY)

Date approved by AHVAP Board of Directors

# **Appendix A:**

### 230 Washington Ave. Ext. Suite 101 Albany, NY 12203 Phone: (518) 306-1412 | Fax: (518) 463-8656 [info@ahvap.org](mailto:info@ahvap.org).

www.ahvap.org • [info@ahvap.org](mailto:info@ahvap.org)

# **Speaker Confirmation Agreement**

**AHVAP Annual Conference  
Event Date**

**Event Location** (facility, city and state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OR

Virtual

Thank you for agreeing to speak at our upcoming event. Please plan to be available at least **30 minutes prior** to your session(s).

**Please return this confirmation agreement by MM/DD/YYYY**

**IMPORTANT:** Please provide information for any blank fields below.

|  |  |
| --- | --- |
| Speaker: |  |
| Session: |  |
| Date/Time: |  |
| Mobile Phone: |  |
| Email: |  |
| Brief Bio for Introduction: |  |

|  |  |
| --- | --- |
| **Compensation:** | AHVAP agrees to provide Presenter with complimentary registration for presenting a session at the Annual Conference |
| **Travel:** | Presenter agrees to be responsible for all travel arrangements and costs. |
| **Lodging:** | Presenter agrees to be responsible for all lodging arrangements and costs. |
| **Meals:** | AHVAP agrees to provide Presenter with all meals included in the Conference registration fee. Presenter agrees to be responsible for all other meal arrangements and costs. |
| **Audio/Visual Equipment:** | For Conferences, AHVAP agrees to provide a room, screen, podium, LCD projector, compute, and wireless lavaliere microphone. PowerPoint presentations that have been provided in advance will be loaded onto the computer. If you require something not listed here, please notify us by **MM/DD/YYYY**. |
| **Handouts:** | Presenter will supply handouts to AHVAP by **XX/MM/YYYY. For conference Presentation, if handouts are not provided by the above date Presenter is responsible for providing his/her own handout copies the day of the Conference at his/her own expense.**  Handouts must be submitted electronically (e-mail is preferred) to the AHVAP office in PowerPoint format. AHVAP will convert all handout materials to PDF for distribution to Conference registrants. Please review the PowerPoint and supporting materials guideline on the next page before sending your files to [info@ahvap.org](mailto:info@ahvap.org)  **AHVAP will not make copies of presenter handouts.** AHVAP will include Presenter’s handout materials essential to Presenter’s presentation via Internet download |
| **License for content archiving and capture** | Speaker grants to AHVAP a non-exclusive license to use Speaker’s presentation and handout materials (collectively “Speaker Property”) in any manner AHVAP deems appropriate including, but not limited to, the reproduction, distribution, creation of derivative works, and display on the internet of Speaker Property, with AHVAP retaining the proceeds derived from such distribution and use of Speaker Property. |
| **Cancellation:** | This agreement will bind both AHVAP and Presenter and should only be cancelled in writing by mutual agreement. If Presenter cancels within 48 hours prior to the Conference, he/she may be responsible for all costs incurred with Conference registration, meals, and A/V equipment. |
| **Acceptance:** | By agreeing to present, **the Presenter accepts** **the terms of this proposal become a binding agreement between Presenter and AHVAP.** |
| **Signature**  **Date:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please return your form/presentation/handouts to:**

### 230 Washington Ave. Ext. Suite 101 Albany, NY 12203 Phone: (518) 306-1412 | Fax: (518) 463-8656 [www.info.org](http://www.info.org) • [info@ahvap.org](mailto:info@ahvap.org).

[info@ahvap.org](mailto:info@ahvap.org)

(p) 518-306-1412

# **PowerPoint and Supporting Materials Guideline**

**AHVAP Presentation Guidelines**

Please send your presentation and/or supporting materials no later than **MM/DD/YYYY** to be uploaded online and available to attendees.

* Assure slide notes do not contain proprietary information.
* Conference PowerPoints should use the AHVAP master provided. Quarterly webinar presentations may use a slide master from the presenter’s organization.
* Save and send your PowerPoint file as .ppt format. AHVAP will convert it into a protected PDF document.
* For PowerPoint: when you save the file, check the box entitled “embed fonts.” This will keep the quality of your presentation intact even if the fonts that you use are not installed on the computer from where it is printed.
* Please do not send Excel or Word documents as a PDF. AHVAP will convert them into a protected PDF document.