



Volunteer Speaker Agreement

This agreement sets out what we can each reasonably expect from your volunteering role within ELRIG UK Limited. ELRIG UK Limited appreciates you volunteering with us and is committed to providing volunteers with a supportive environment. We hope that you will find your volunteer experience enjoyable and rewarding.

1. Volunteer role

Your role as volunteer is as a Speaker at one of our events which will start on the date you attend to speak.

We hope that you will usually be able to volunteer with us for at least the entire duration of any of our events in which you are a Speaker so that we can each get the most from the volunteering experience. However, we are flexible about this so please let us know if you would prefer a different arrangement.

As a Speaker, we expect you to:

- perform your role to the best of your ability and to follow our procedures and standards, including health and safety and equal opportunities;
- speak and contribute to talks in our programmes during the event;
- comply with our Data Protection Policy and any other applicable policy in our Staff Handbook, which will be made available to you upon request;
- comply with our Equality, Diversity and Inclusion Policy when communicating with our delegates/attendees;
- ensure any content you prepare is appropriate and provide a copy for our review upon request;
- actively engage with delegates/attendees at any event you are a speaker;
- comply with our [Delegate Terms and Conditions](#) at the event you attend;

You can expect us to deal with you in accordance with our Equal Opportunities Policy.

2. Induction and training

We will provide an induction explaining what we do and how volunteers fit within our organisation. We will also provide training to assist you to meet the standards we expect from volunteers and to ensure your health and safety.

3. Support

Your main point of contact during your volunteering with us is the event's Programme Manager. You may have regular meetings with them to agree objectives for your volunteering role and discuss any problems or questions you may have. Please give them as much notice as possible if you are unable to volunteer when expected.

4. Expenses

We will reimburse, at our discretion, certain out-of-pocket expenses incurred in connection with you volunteering for us. Details of these expenses and how to claim them are set out in our Expenses Policy, which is available upon request.

5. Insurance

We will provide adequate insurance cover for you while you are undertaking voluntary work approved and authorised by us.

6. Confidentiality

In the course of providing your volunteering services, you may have access to confidential information relating to ELRIG UK Limited or our delegates. We expect you not to use or disclose this information to any person either during your volunteering experience with us or at any time afterwards.

7. Intellectual Property

- As between the parties:
 - we own all intellectual property rights in any materials we provide to you in the course of you volunteering for us (**Our Materials**);
 - you own all intellectual property rights in any materials that you produce in the course of volunteering for us (including your presentation materials such as a slide deck or other visual materials and the content of any speech you make) (**Your Materials**); and
 - nothing in this agreement constitutes a transfer or assignment of Our Materials or Your Materials.
- We grant you a non-exclusive, revocable, non-sublicensable and non-transferrable right and licence to use Our Materials that we provide to you, solely for the purpose speaking at our event. You grant us a non-exclusive, irrevocable, worldwide, sub-licensable and transferable right and licence to use Your Materials, that you provide us, for the purposes of us performing our obligations, exercising our rights or remedies, and/or for us to derive the benefits of you speaking at our events and as contemplated by this agreement.
- You consent to us, or any person acting on our behalf:
 - taking photographs, film, or other pictorial and/or audio recordings of you as a Speaker at our events (including of any presentation you make), in any medium (**Conference Recordings**);
 - using, reproducing, publishing, televising, digitising, communicating or broadcasting the Conference Recordings whether altered or enhanced or in conjunction with any other images or text in any form (including in on our website, social media, third party websites or blogs, print or digital media, in a publication, poster or presentation) for advertising, marketing, informational, promotional, or any other commercial purposes or for teaching and research purposes; and
 - providing the Conference Recordings to any third party, including our media partners so that they can host and stream our events on their platforms, and for their use as they see fit.
- You agree that we own the copyright and related intellectual property rights in the Conference Recordings and that you have no right to inspect or approve the finished product that may be used.
- You agree that you will not be paid or receive any benefits or royalties for appearing in the Conference Recordings unless otherwise agreed between us.
- You understand you can withdraw your consent to future use of your image in the Conference Recordings at any time, but not so as to require us to remove your image from Conference Recordings that have already been produced. You understand this will not affect the lawfulness of any processing carried out by us before you withdraw your consent to use of your image, and they may still appear in printed or electronic material which has already been produced or disseminated.
- You warrant that Your Materials (and our use of them in the Conference Recordings) will not infringe the intellectual property rights or any other rights of any third party. Despite anything to the contrary,

to the maximum extent permitted by law, you are liable for, and agree to indemnify us and hold us harmless in respect of, any liability that we may suffer, incur or otherwise become liable for, arising from or in connection with you infringing the rights of any third party (including intellectual property rights).

- This clause 7 will survive the termination or expiry of this agreement.

8. Termination

We ask that you give us as much notice as possible if you wish to stop volunteering with us.

Except for clause 7, this agreement is binding in honour only, it is not intended to be a legally binding contract between us and may be terminated at any time at the discretion of either party. Nothing in this agreement gives rise, or is intended to give rise, to you being our employee, worker, partner, joint venture party or agent either now or at any time in the future.

9. Governing Law and Disputes

This agreement is governed by the laws of England and Wales. Each party irrevocably and unconditionally submits to the exclusive jurisdiction of the courts operating in England and Wales and any courts entitled to hear appeals from those courts and waives any right to object to proceedings being brought in those courts.

Neither party may commence court proceedings relating to any dispute arising from, or in connection with, this agreement without first meeting with the other party to see (in good faith) to resolve that dispute (unless that party is seeking urgent interlocutory relief).

10. Acceptance

Please acknowledge that you have read and understand the contents of this agreement, including your consent for us to take and use Conference Recordings, by clicking 'Yes' when register for the event.