



RIA Speaker Policy & Guidelines

I. Purpose

This policy establishes clear guidelines for RIA volunteers, committee members, and other representatives who wish to speak on behalf of the Association at industry conferences, webinars, or other public events. Its purpose is to ensure that all presentations reflect RIA's mission, maintain consistency with official positions, and uphold professional and brand standards. RIA represents the restoration industry as a whole and our legislative agenda, as well as our educational priorities are determined for that purpose. This policy outlines how and when the speaker should consult with RIA and agree to adhere to our guidelines, positions, and policies by signing an agreement before engaging in any speaking opportunities on behalf of RIA.

II. Scope

This policy applies to all RIA volunteers, members of the Board of Directors, committee members, task force participants, and other individuals who represent RIA in any speaking capacity at external events, including:

- Conferences and trade shows
- Webinars or online panels
- Podcasts or media interviews
- Educational sessions sponsored by other organizations

III. Requirements

A. Approval

Volunteers must obtain prior written approval from the RIA CEO before accepting any speaking engagement in which they are identified as representing the Restoration Industry Association.

Requests should be submitted to the RIA CEO **six (6) weeks prior** to the scheduled event. Approval is based on the alignment of the topic with RIA's mission, messaging, and current advocacy or educational initiatives. Shorter timelines can be accommodated for emerging opportunities. Speakers should reach out as soon as possible to request RIA approval.

Approved speakers will be required to sign an RIA Speaker Agreement. Speaker agrees to meet all program-related deadlines as provided by RIA and requirements as stated within the speaker agreement and in the Speaker Guidelines or other documents sent to the Speaker.

B. Topic and Outline Submission for Approval

Volunteers must submit a **proposed title, abstract, and brief outline** of their presentation. This ensures accuracy and consistency with RIA's established positions, data, and public messaging.

Requests should also include event details, length of presentation, presentation audience information, and any other speakers included.

C. Slide and Content Review

Final slide decks, handouts, or talking points referencing the RIA, its programs or official positions must be reviewed and approved in writing by the RIA CEO before delivery.

Presenters may be asked to make revisions to ensure compliance with RIA branding, factual accuracy, and antitrust guidelines. Speaker agrees during the presentation not to engage in any type of promotional marketing or selling of any product or service and will not disparage RIA in any way.

Approved RIA logos or presentation templates must be used for consistency.

Final presentations should be submitted at least **three (3) weeks** prior to the presentation. Shorter timelines can be accommodated for emerging opportunities.

D. Brand and Position Integrity

Speaker must use an approved RIA template for their presentation, following branding guidelines and Logo Use Policy.

Speakers must clarify when expressing **personal opinions** that they do not reflect the official position of the RIA.

Presentations must not contain proprietary information from the RIA without written authorization.

Presentations must not contain any confidential information from the RIA.

RIA reserves the right to request the removal of the Association name or logo from any unapproved materials.

Speaker agrees during the presentation not to engage in any type of promotional marketing or selling of any product or service and will not disparage RIA in any way.

Speaker agrees to notify RIA immediately in the event that an emergency should prevent them from meeting their obligation as a content leader/speaker.

E. Coordination and Messaging Support

In the event that RIA determines that your presentation needs to be rescheduled, RIA will contact you promptly and work with you on the best possible alternate date and time. Speaker agrees to notify RIA immediately in the event that an emergency should prevent them from meeting their obligation as a content leader/speaker.

RIA staff will provide approved speakers with access to relevant materials such as:

- Official RIA talking points or current initiatives
- Position papers or advocacy updates
- Branding assets and presentation templates

F. Post-Event Follow-Up

Volunteers are encouraged to provide a short summary of their presentation and audience feedback to RIA staff within **two weeks** of the event. This helps the Association track speaking engagements and measure outreach impact.

G. NonDisparagement

Speaker agrees during the presentation not to disparage RIA in any way.

IV. Non-Compliance

Failure to follow this policy may result in the withdrawal of speaking privileges on behalf of RIA or removal from volunteer roles. The Association reserves the right to issue corrective action if a presentation misrepresents RIA's position or violates this policy.

RIA may terminate any speaker agreement if:

- The speaker does not meet the deadlines or other requirements established by RIA and within the speaker agreement, including submissions of presentation materials;
- The speaker uses presentation materials without obtaining all necessary permission;
- The speaker does not appear at the meeting/event; or if the meeting/event is cancelled for any reason.
- Speaker agrees to notify RIA immediately in the event that an emergency should prevent them from meeting their obligation as a content leader/speaker.

RIA may use and reproduce the presentation and presentation materials in any way that RIA deems appropriate. RIA has an unlimited, permanent, nonexclusive license, under which RIA may film, tape, transcribe, otherwise record or quote from the presentation or materials, may create derivative works, may publish them in any format, including audio recordings, distance education courses, the Internet or any other digital network including any successor technologies, or any other media, and may use them in any other way it may find appropriate without further/prior written consent. RIA will not be required to pay royalties, honorarium, make any other payment, or provide other consideration of any type except as described in this agreement.