



administrator@seacolorado.org
www.seacolorado.org

Dear [NAME]:

Thank you for agreeing to speak at an upcoming Structural Engineers Association of Colorado (SEAC) event. SEAC will provide a laptop loaded with PowerPoint, screen, projector, and microphone the day of the event. Please bring your presentation on a USB flash drive at least fifteen minutes before the meeting is scheduled to begin in order to have it loaded onto the laptop. Embedded videos should be saved separately on the flash drive. So that we may better serve our members in all areas of Colorado, presentations are broadcast live via WebEx to attendees outside of the Denver metro area. Please indicate below whether you are willing for your presentation to be recorded for access by SEAC members who were unable to attend.

Send a pdf of any handouts to administrator@seacolorado.org at least one (1) week prior to the presentation so that copies may be made for the participants. You will retain ownership of all slides and materials unless you indicate below that you would like for them to be posted to the SEAC website for our members' reference.

Reimbursement for any expenses should be preapproved by the SEAC Board and agreed to under a separate contract.

We look forward to you sharing your knowledge and expertise with our membership.

Sincerely,
The Structural Engineers Association of Colorado

- I understand that my presentation will be broadcast live via WebEx to attendees outside of the Denver metro area
- I give permission for my presentation to be recorded and made available to SEAC members to watch at a later date.
- I give permission for my slides and handouts to be posted on SEAC's website for our members to reference.

Course Title

Course Date

Name (please print)

Signature

Today's Date