



International Seating Symposium (ISS) Speaker Agreement
Updated December 4, 2023

The following document outlines the policies with which all ISS speakers/presenters must comply. Prior to presenting at an ISS event, all speakers must sign and agree to these policies, which can be [completed here](#).

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Code of Ethics

I agree to demonstrate high standards of professional conduct and will not discriminate against learners based on gender, age, socioeconomic or ethnic background, religion, sexual orientation, or disability.

I confirm that my educational offering is based upon the learning objectives that were submitted with the presentation proposal for the International Seating Symposium.

I confirm the learning material is original work and that external supporting subject content will be acknowledged and properly referenced.

Legality of Presented Materials

I confirm that I have legal right to present on all materials submitted here, including any copyrighted materials, intellectual property, etc.

I confirm that **all materials in my presentation(s)** comply with the Health Insurance Portability and Accountability Act (HIPPA), Family Educational Rights and Privacy Act (FERPA), Children's



Online Privacy Protection Act (COPPA), and any and all other local data and privacy laws.

Examples of measures taken to comply include, but are not limited to:

- **De-identification**, such as by blurring any identifiable information in photos or videos of case studies, or by removing dates, ages, etc., from data on cases, or
- Obtaining **written permissions** from clients and/or their families, to use their photos, videos, data, etc. in your presentation, both **live** and **recorded**.

Recording and Presentation Availability

ISS classifies presentation recordings into **three levels of availability: Open-Access, Registration-Limited, and Closed**. Each has different levels to which they can (or cannot) be shared publicly.

- **Open Access**: Your recording can be shared and re-shared publicly, including on social media and via the ISS YouTube channel.
 - *Advantages*: Highest visibility to your work, promoting knowledge dissemination. Individuals working on grant-funded research projects, for example, may elect for this option so that they can report greater attention to their funding agency.
 - *Potential drawbacks*: Less control over sharing. When content is shared on YouTube and social media, it can be ‘re-shared’ by other accounts.
- **Registration-Limited**: Visibility of your presentation is limited to only individuals who attended the event where you presented, or to individuals who registered for content packages that include on-demand content from said event.
 - *Advantages*: Content sharing among like-minded professionals. Your materials will be available only to individuals who attend the event where you presented, or to those who deliberately seek out materials on your specific topic of interest.
 - *Potential drawbacks*: Limited visibility. Your content will not be made available on public platforms, such as the ISS LinkedIn, where industry veterans and newcomers are likely to come across your work and research.
- **Closed**: Your presentation recording will not be made available anywhere (though we can provide your team with a copy at your written request).
 - *Advantages*: Maximum privacy. No one outside your team will be able to access your content.
 - *Potential drawbacks*: Restricted knowledge translation. The impact of your research may be limited by the number of people who are unable to access your work.

*Regardless of level of availability, ISS will **always** credit you and your co-authors with at least the following information: your full name(s), credentials, and affiliation(s).*

I acknowledge that the International Seating Symposium has the right to record my presentation.

I have read and understand the levels of ISS presentation availability, I have selected the tier of



availability (open-access, registration-limited, or closed) that suits my presentation, and I agree to the terms of my selected tier.

Conflict of Interest Disclosure

The University of Pittsburgh's Department of Rehabilitation Science & Technology, Continuing Education (RSTCE), host of the International Seating Symposium, strives to ensure balance, independence, objectivity, and scientific rigor in all of its approved educational activities. All individuals in a position to control presented content must disclose the name of all proprietary entities producing health care goods or services with which they have financial relationships as well as the nature of these relationships. It is not necessary to disclose relationships with non-profit or government organizations or proprietary entities that do not produce healthcare goods or services. Relationships of immediate family members with proprietary entities producing health care goods or services should be disclosed if they are of a nature that may influence the objectivity of the individual in a position to control the content of the continuing education activity.

Being affiliated with or employed by a company or entity that has commercial interest does not preclude you from presenting. Rather, this must be disclosed in order for the learner to be aware and develop their own opinion of the content.

If any of the following statements are TRUE, the speaker must disclose this and identify the nature of the relationship:

- I am an employee of a commercial entity that produces healthcare goods or services.
- I receive grant or research support for my work.
- I am a consultant for an entity that produces healthcare goods or services.
- I am a member of a promotional speakers' bureau.
- I am a stockholder of an entity that produces healthcare goods or services.
- I have another financial interest(s) with an entity(ies) that produces healthcare goods or services.
- I am receiving some sort of compensation for this presentation, such as honorarium or reimbursement for travel expenses.

All presenters must disclose any real or perceived conflict of interest at the start of their presentation in addition to providing these details to ISS when completing the speaker agreement form.

