

# 2019 LEGAL FORUM

MAY 1-3 • MARRIOTT WARDMAN PARK HOTEL • WASHINGTON, DC

## Legal Forum Agreement

### TERMS AND CONDITIONS

- » Firms are eligible to use the Legal Forum Theater only if they are registered for this opportunity in advance. Registration will be available November 7 at 1:00 p.m. (ET) on a first-come, first-served basis. Please note that registration for this opportunity is available online only. When registering, each firm must provide a description of its presentation as well as a description of the firm.
- » The Investment Company Institute (ICI) reserves the right to disallow any presentations that it deems unacceptable or inappropriate in content. A brief description of each presentation is required when firms register.
- » Presentations cannot exceed 30 minutes in length. If a presentation runs over the allotted time, ICI reserves the right to terminate the presentation without prior notice or approval of the presenting company. Each firm will have 5 minutes to set up before the 30-minute presentation. A 15-minute window for networking and answering questions will also be available to each presenting firm after the presentation.
- » Please note that the Legal Forum presentations are considered “on the record” and members of the media may be in attendance.
- » ICI will provide an audiovisual technician to assist in the setup and presentation of your demo. ICI will also provide a seating setup, LCD package, up to five lavalier microphones, and a lectern. All other audiovisual needs must be coordinated with the Washington Marriott Wardman Park audiovisual company.
- » All electronic presentations and hard copy materials are the responsibility of the demonstrating company. Please do not send these items to ICI in advance of the firm’s presentation. ICI is not responsible for the setup or distribution of presentations or materials. Electronic presentations and hard copy materials need to be in final format. The on-site audiovisual technician will not be permitted to make edits to presentations.
- » ICI will provide appropriate signage and timing information for the presentation in the online program. All other advertising is the responsibility of the presenting firm.

I have read the above contract and agree to abide by the **Terms and Conditions** governing participation in the 2019 GMM Legal Forum.

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FIRM NAME

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BY (SIGNATURE)

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PRINT NAME AND TITLE

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DATE

A copy of this signed agreement must accompany Legal Forum registration.

Please email the signed copy to:

Pete Bockelman  
Investment Company Institute  
[pete.bockelman@ici.org](mailto:pete.bockelman@ici.org)