**TERMS AND CONDITIONS**

**The Arc Language & Style Agreement**

The Arc believes that people come first, not their diagnoses. Presenters should use “people first language” and always be respectful to individuals with intellectual and developmental disabilities in their presentations. People-First Language emphasizes the person, not the disability. When we describe people by their labels of medical diagnoses, we devalue and disrespect them as individuals. The use of the r-word in a derogatory sense is prohibited. The Arc reserves the right to edit presentations and language provided by speakers to align with our writing/language guidelines. When referring to The Arc in writing presenters should always refer to us as The Arc, not The ARC and never ARC. The Arc should be considered as a title or a phrase. When speaking about The Arc or chapters, presenters should always say “The Arc” or “chapters of The Arc”, never “Arc” or “Arcs” unless it is stated in the chapter’s name.

**Usage Agreement**

When you participate in our 2018 NCE Summer Leadership Institute, we may wish to refer to you, your presentation and its content, and any accompanying materials, on the conference website or The Arc’s website, or in other publications online or in print. By confirming your participation in the conference, you grant us permission to do this. If The Arc makes a video and/or audio recording of your presentation this permission extends to the use of that recording. In all cases you retain the copyright in your presentation and any associated presentation materials. If you wish to limit the permission regarding your presentation and any associated presentation materials, please indicate this in the space below. It is your responsibility to ensure that the rights of any third parties, such as clients or employers, to any material used in your presentation, have been respected.

Please input your agreement below:

**Core Values & Position Statements**

All sessions must be consistent with The Arc’s [Core Values](http://www.thearc.org/who-we-are/mission-and-values) and [Position Statements](http://www.thearc.org/who-we-are/position-statements).

**Audio Visual Confirmation**

All session rooms will include the following audio visual equipment:

* One cart
* One projection screen
* One LCD projector
* One cord to connect a laptop to the projector
* One microphone (additional mics will be provided for larger rooms)