

2024/2025 Annual Summit Contract: In-Person

This contract will secure a booking for an in-person Strategy Summit with EO.
This must be submitted 30 days or more prior to the desired training date.

By signing this contract, the chapter agrees to the following terms and conditions:

1) Booking

- a. Strategy Summit booking forms and fully executed contracts must be submitted at least 30 days prior to the desired date. If required documents are submitted within the 30-day period, EO reserves the right to deny the request and/or require a different date is selected.
- b. EO cannot guarantee booking with the chapter's desired facilitator, though best efforts are made.
- c. If the chapter desires to book a facilitator located outside of the chapter's region or country, it will be recommended that either:
 - The summit take place virtually (please see the virtual contract), or
 - The facilitator conducts a Strategy Summit tour. Tours include at least three nearby chapters that host a summit within five days of each other. **

**EO reserves the right to review this request on a case-by-case basis. Please note, if the chapter participates in a Strategy Summit tour during the annual season, EO cannot guarantee that the chapter will have a returning facilitator for a mid-year summit.

2) Attendance & timing

- a. An in-person Strategy Summit is a seven (7) hour planning session, including a one (1) hour lunch break.
- b. At a minimum, the chapter guarantees attendance at the summit by the following officers: **President, Membership, Forum, Learning, Engagement, Governance, Finance, Communications and Chapter Staff**. All participants must be in-person. EO reserves the right to cancel the training if the full chapter board isn't confirmed 14 days prior to the event.

3) In-Person specifications

- a. In-person trainings will be converted to virtual if the ability to travel or restrictions on gatherings change. The decision to convert to virtual will be decided between the chapter, the facilitator, and Strategy Summit Staff. The chapter will be responsible for any cancellation fees related to the venue, food & beverage, and materials.

4) Financial obligation

- a. An in-person Strategy Summit costs US\$1,500.
- b. The chapter is responsible for securing the meeting venue with Wi-Fi, audio visual equipment /support and food & beverages during the session. The chapter should also secure three (3) sticky, 18 x 24-inch flip charts (or other comparable size), wall safe tape, and markers. All participants should bring a personal laptop.
- c. If there is a pre or post dinner, the chapter is responsible for all related costs.

5) Cancellation/rescheduling policy

- a. Once a contract is submitted, the chapter has 48 hours from the time the contract was submitted to cancel or change the booking. After 48 hours, cancellation fees apply.
- b. If the chapter decides to reschedule or cancel the training **after** the 48-hour grace period, the chapter agrees to absorb **any** associated expenses already incurred. The chapter may be responsible for any travel costs incurred. Facilitators are encouraged to get a refund for the booked travel, but it is not guaranteed.
- c. A US\$1,000 cancellation fee will be charged as part of the expenses for all cancellations made 14 or fewer days before the training date.

Signatures and commitment

We confirm that the following board members will be in attendance:

Name: _____	Board position: _____
Name: _____	Board position: _____
Name: _____	Board position: _____
Name: _____	Board position: _____
Name: _____	Board position: _____
Name: _____	Board position: _____
Name: _____	Board position: _____
Name: _____	Board position: _____
Name: _____	Board position: _____
Name: _____	Board position: _____

_____	_____
<i>Chapter</i>	<i>Chapter representative name</i>
_____	_____
<i>In-person Strategy Summit date</i>	<i>Chapter representative signature</i>