

Emmelie Zipson

Event Moderator

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Lets work together!

Great to hear that you are interested in working together! As an event moderator, there's nothing I enjoy more than telling stories and setting the tone. With my, never ending energy and enthusiasm I captivate my audience. It doesn't just happen, but I literally take you aboard. Before we get started on our collaboration, lets get to know each other a bit better.

My values & ways of working

Certain themes have shaped my personality such as, female leadership, personal development and a sustainable lifestyle. I love to moderate events in which these themes are central. Due to my many interests, knowledge and curiosity, I can be deployed for many different aspects. I highly value connecting people & fostering personal connections - including with my clients who hire me for a project. Prior to starting a new project, it is important to me to discuss all details & agree upon expectations from both parties in order to have a clear understanding of each other's goals, values & desired results of our collaboration.

I promise complete confidentiality about each project I work on, as well as every client relationship I have. As a person who has extensive experience in both the event moderation industry, I am fully aware of the requirements and expectations of these roles and promise to deliver my highest quality work on each and every project I work on. When you hire me, you will receive a moderator with passion and energy - a person that takes your presentation and organization to the next level and offer your audience an unforgettable experience.

Below you will find an overview of my general Terms & Conditions, and together we can agree upon project specific items to be included in an attached Appendix agreement.

Warm regards,

Emmelie



Terms & Conditions

Event Moderator

1. Tasks & Expected Deliverables

- a. Ensure the proper moderation of the event by:
- b. Carefully and eloquently introducing speakers to the stage
- c. Mediating the agreed upon time allocated for Q&A
- d. Assuring time keeping and that each speaker respects the time allocated for his/her presentation as well as to answer questions
- e. Be eloquent, friendly and carefree in the manner utilized to present and interact with the speakers as well as attendees
- f. Propose a schedule of my interventions during the event (brief overview of his interventions, monitoring of the interventions, order of passing, ...)
- g. Any additional agreed upon tasks or responsibilities shall be stated on the attached Appendix specific to this assignment

2. Fees & Payment Conditions

- a. Event Moderation projects will be invoiced with fixed fees. I request 25% payment upfront which will be billed 90 days prior to the start date of the event with a payment term of 30 days.
- b. The remaining 75% shall be billed upon completion of the contract (event) within a payment term of 30 days.

3. Travel & Accommodation Costs & Reimbursement

- a. For any required travel to an event (or client) on-site, travel costs shall be submitted for reimbursement within the project invoice:
- b. The Talent requests 0,30 € per kilometer unless otherwise agreed (See Appendix for project specific agreements)
- c. Should the project require the Talent to stay overnight, all hotel costs will also be added to the invoice (See Appendix)

See attached Appendix for project specific agreements

"Creativity is contagious, pass it on."
- Albert Einstein



Terms & Conditions

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4. Cancellation Policy

- a. The Talent reserves the right to cancel the contract, without obligation, until 90 days prior to the event. Should the Talent cancel less than 90 days in advance, she will reimburse the pre-payment in full.
- b. Should the Client cancel the event more than 30 days in advance, the Talent agrees to reimburse the pre-payment of 25% of the fixed fee. Should the Client cancel less than 30 days in advance (without rescheduling/ rebooking the Talent) the pre-payment of 25% will not be reimbursed by the Talent.
- c. Should the contract need to be terminated by the Talent due to unforeseeable circumstances (e.g., serious illness which does not allow the Talent to perform) less than 30 days in advance of the original event dates, the Talent will support the client in finding a suitable replacement & should the Client accept the suggested replacement, the Talent will not reimburse the pre-payment of 25% for hours already invested in event preparation. Should the Talent not find a suitable replacement, she will reimburse the 25% pre-payment.

5. Intellectual Property Rights & Usage

- a. The final digital files (IP of the Talent) related to this project & agreements are intended to be used for the specific event/ client only and should not be sold or shared with/ published by other third parties without notifying the Talent. This includes: photos, videos, and voice recordings.
- b. If photos, videos, or voice recordings of the Talent are posted online or on social media, the Client agrees to always mention (or tag the Talent if possible) by first and last name and her role at the event clearly.

See attached Appendix for project specific agreements

Every Project Supports a Good Cause

Because I am concerned about our environment and also continue to focus on living more sustainably, I support Trees for All. With every new assignment, I make a small donation to this non-profit organization to support the creation of a climate-proof forest and recovery of diseased trees, including the recovery of the mangrove in Mexico. By working together, you indirectly support this valuable and very essential cause for our planet.

"Making the world greener and more sustainable."



"Alone we can do so little, together we can do so much!"

- Helen Keller

