



Training Officers CONSORTIUM

Speaker and Presentation Policies

Your Commitment to Speak

Sharing your expertise with TOC registrants during the 2024 L&D Skills Academy is a valuable contribution to the profession's field of knowledge and to the individual learning of our registrants. If you are selected, please view this opportunity as a commitment like, any other, and ensure that you are able to deliver during the time specified. We understand that things do happen and appreciate your advance notice in the event of extreme circumstances that prevent your facilitation.

Noncommercial Policy

The TOC 2024 L&D Skills Academy is an educational program are for learning experiences first and foremost, and as such must be noncommercial in content and delivery.

Speakers must:

- Eliminate any form of direct promotion of the speaker's product or service for monetary self-interest. Case studies will highlight how practical application of products or services impacted outcomes for an organization or client without direct promotion of the products or services.
- Refrain from overt statements, harsh language, or pointed humor that disparages the rightful dignity and social equity of any individual or group.

508 Compliance

Section 508 of the Rehabilitation Act requires Federal Agencies to ensure that their information and communication technology are accessible to individuals with disabilities, unless certain exceptions apply. Therefore, it's vital for the Skills Academy to develop, maintain, and provide individuals with disabilities access to information and data. It is imperative that during your sessions, you provide accessible information and data to registrants with disabilities. *For reference, view Section 508 of the Rehabilitation Act: <https://www.access-board.gov/law/ra.html>*

Proposal Submission

TOC continues to seek and provide a balanced slate of speakers with a diversity of backgrounds, viewpoints, and organizational affiliations.

Event cancellation

Cancellation of Event

TOC reserves the right to cancel any session of the 2024 L&D Skills Academy in the event of natural disaster (e.g. case of acts of God), war, government regulation, disaster, strikes, civil orders, terrorism, or other emergencies making it inadvisable, illegal, or impossible to host a session(s).

TOC reserves the right to cancel any session of the 2024 L & D Skills Academy due to low enrollment.