



AGREEMENT ON RESPONSIBILITIES AND FINANCIAL MATTERS FOR EDUCATIONAL ACTIVITY SITE COORDINATORS

The following agreement is set forth by and between the American Heart Association, Inc. (AHA) and Spotlight Series Event Host (Site Coordinator) for the activity entitled Spotlight Series. The date and location for this activity is to be determined but shall be no later than 12 months following the execution of this Agreement. This Agreement concerns only the roles and responsibilities of AHA and Site Coordinator and their respective financial fees and costs.

Final Responsibility and Authority

AHA is the final arbitrator on all matters regarding this activity and is responsible for the management and operation of this activity.

Speaker

Speakers are assigned based on availability and location. Once a speaker is selected and approved, the Site Coordinator will be notified. AHA-approved speakers are certified to speak on all content related to their approved series.

Outcomes Surveys

In an effort to evaluate the effectiveness of the Spotlight Series program, all program participants are subject to being contacted to participate in a post-event assessment survey conducted by a third party. As such, participant contact information including: name, profession/classification, specialty, and email are essential to the program. Site Coordinator must provide to each attendee an Attendance Verification Form and Attendee Handout prior to the event start. At the conclusion of the event, Site Coordinator will collect a completed Attendance Verification Form from each attendee. All data captured on the Attendance Verification Forms must be entered on the Spotlight Series website within two (2) business days of event completion.

Role and Responsibility of Site Coordinator

To help ensure a successful educational experience for those in attendance, AHA requires that Site Coordinators perform the following functions:

- Contact speaker prior to event to review institution location information, on-site direction and technical needs.
- **Utilize Attendance Verification Forms to collect attendee data and enter information on Spotlight Series event page within two (2) business days of the completion of the event.**
- Log into Site Coordinator's Spotlight Series account to access and print out or email the Attendee Handouts to participants. The presentation slide set will also be available to print to provide to attendees. Please note attendees will have the option to print out the presentation after they complete the post-event evaluation online.
- Manage the on-site or virtual activity.
- ASSURE THAT NO COMMERCIAL SUPPORTERS ARE ASSOCIATED WITH THE PLANNED EVENT (I.E. PROVIDING REFRESHMENTS, GIVEAWAYS, ETC.).
- Consent to be primary contact for attendee inquiries surrounding Site Coordinator's program's on-site logistics.
- A minimum of 15 health care professional participants are required.
- Site Coordinator takes sole responsibility for the event and the actions or omissions of the event attendees.

Responsibilities of the AHA

AHA's duties and responsibilities include the following:

- Oversee and manage the Site Coordinator for compliance with the above responsibilities.
- Management of online evaluation process and issuance of Certificate of Attendance certificates.
- Issuance of faculty honoraria and arrange and financially support speaker travel.

Financial Matters

It is agreed all faculty honoraria and related travel expenses will be paid for by the American Heart Association. The Site Coordinator is responsible for any and all fees associated with on-site expenses including, but not limited to, printing and refreshments.

By clicking accept you hereby certify to the representations set forth herein and agree to abide by all conditions and requirements listed above.