



Conscious Capitalism Inc. Regional Conference Host Committee Agreement

A regional conference exists in service to Conscious Capitalism Inc.'s strategic initiative of engagement to build community. The experience adapts the Conscious Capitalism conference model to a geographic region's customs, culture, and business practices to provide an experience that serves an audience of 150-300 people. Together, CCI and a host committee will support business leaders dedicated to elevating humanity through business.

Financial Agreement

- All event registrations will be processed by CCI on our preferred event platform.
- CCI will issue payment of invoices for services rendered by preferred vendors.
- CCI will pay event expenses associated with the **[REGIONAL CONFERENCE]** via the event registration income from the event.
- If 80% of the total available event registrations are sold, a portion of retained income will be earmarked to stay in host market to build community.

Roles & Responsibilities

The CCI point of contact agrees to the following roles & responsibilities to ensure the success of the event:

- International marketing for the event
- International email promotion
- Final approval of all expenses
- Payment of approved expenses to execute the event
- Insurance coverage for event, to include rental of venue
- Provide a program template and speaker matching system
- Work jointly with host committee to develop the theme of the event based on a CCI program template and the four tenets of Conscious Capitalism
- Provide final approval on event theme
- Managing the website and registration for the conference and reporting progress to the host committee
- Provide and best practices and resources to support a successful regional conference
- Provide a timeline, and a budget based on best practices
- Collaborate on business development efforts to secure CCI partners to support the conference and further development in the community
- Schedule and host all meetings/conference calls related to the event

[REGIONAL CONFERENCE HOST COMMITTEE] agrees to the following roles & responsibilities to ensure the success of the event:

Host Committee Conference Manager

- Assign the following roles to host committee members - marketing, speakers, business development, onsite logistics, and host committee conference manager. The host committee conference manager will be the main point of contact for CCI
- Research event elements and present top 3 recommendations to CCI for approval:
 - Location
 - Catering
 - Social or Happy Hour
 - Hotels & accommodations
 - Transportation
 - Photography & video
 - Equipment & AV rental

Marketing role

- Actively drive event registration with local marketing, PR outreach and community engagement. Marketing role to share a copy of communication with CCI.
- Develop engagement plan with accountabilities for outreach to specific number of contacts and number of posts to social channels

Speaker role

- Complete a event program template with suggested speakers to be reviewed by CCI
- Arrange, communicate with, and manage all local speakers and facilitators. The CCI point of contact, the regional conference manager, is to be copied on all speaker correspondence

Business Development

- Identify prospects and manage relationships with business partners in the regional conference market

Onsite logistics

- Physical set-up and breakdown of event space
- Customize regional conference templates for host event
- Day of coordination of speakers & facilitators
- Coordinating and directing day of volunteers

Name	Date	Regional Conference Manager, Conscious Capitalism Inc.
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Name	Date	Host Committee Conference Manager
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Name	Date	Host Committee Marketing Role
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Name	Date	Host Committee Speaker Role
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Name	Date	Host Committee Business Development Role
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Name	Date	Host Committee Onsite Logistics
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