

Great Plains Federal Tax Institute – 2025

Faculty Agreement Form

This form may be downloaded in Word format from www.greatplainstax.org.

I hereby grant permission to Great Plains Federal Tax Institute, Inc. (Institute) to:

1. Reproduce in print and/or electronic format, my original materials created as a supplement to my oral presentation to be given in conjunction with the 63rd Annual Great Plains Federal Tax Institute.
2. Promote the Institute, using my name and photo image, in print and/or electronic format.
3. Make the materials available as a stand-alone product to professionals who are unable to attend the Institute in person (before and after the actual dates of the event).
4. Record my presentation, in audio and/or video format, and to make it available as a stand-alone product to professionals who are unable to attend the Institute in person.
5. Transmit my likeness and voice via electronic media to Institute registrants who may participate from remote locations.

I acknowledge that my supplemental materials are due to the Program Manager on or before Wednesday, November 26, 2025. The Institute will accept your one and **final version** of materials by that date. The Institute will give materials access to all registrants **by noon** on Tuesday, December 2, 2025. **Should materials not be received by the November 26 deadline, a notice will be posted indicating registrants should check back on the date of the presentation to access materials not available on December 2.**

I further acknowledge that materials are to be submitted to the Program Manager as PDFs **and** in PowerPoint and/or Word format. Faculty are encouraged to enhance presentations with PowerPoint slides. (I understand that, if I submit a Word document and also present using PowerPoint slides, I should forward both files to the Institute.)

I grant permission to the Institute to, if necessary, reformat the materials to maximize participant viewing of the materials, either in print or electronic format.

I agree to refer to the PDF version of my materials when making my oral presentation (to allow for Institute participants to follow, using the same page numbering system).

I agree that I will obtain permission in writing, which I will provide to the Institute, for any materials submitted but not authored by me.

I understand that my materials may be copyrighted by me or my employer and that the Institute has copyright to the compendium of materials prepared by all presenters for the 63rd Annual Great Plains Federal Tax Institute.

Signature (Electronic signature is permissible.)

Date

Please complete and return this form by July 15 to:
Cindy Lilleoien, Program Manager
4220 S. 32nd Street
Lincoln, NE 68502
402/483-4234
cindylilleoien@gmail.com

Thank you.