HBA Speaker Agreement

Last Modified on 07/20/2026 11:52 am EDT

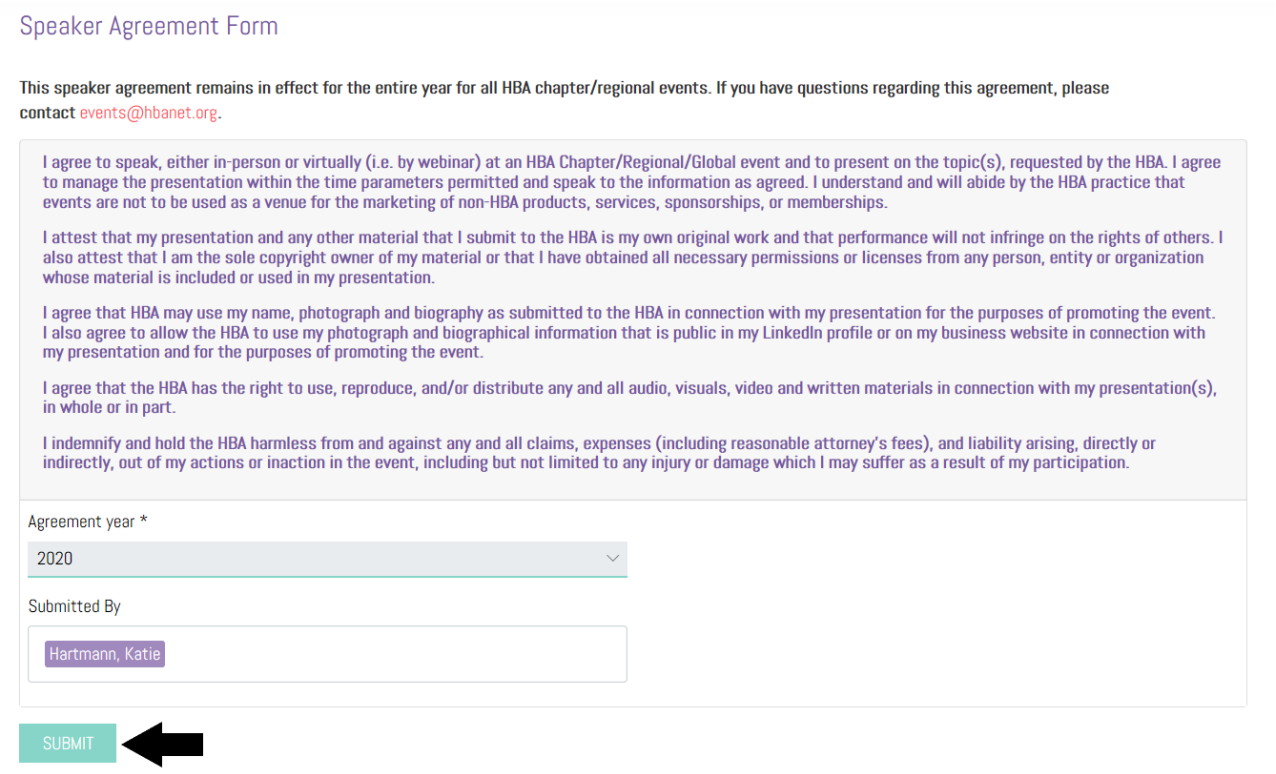
This external help article has been developed for speakers - please feel free to share it with them!

Speakers can now acknowledge the agreement in their HBA profile by following the steps below. This only needs to be completed once per calendar year as it satisfies the need for a signed agreement for all chapter, regional, and affinity group events.

1. Log in to their HBA profile ***(note: HBA membership is not a requirement to have an HBA profile. If a profile needs to be created, that can be done so here in just a few minutes.)***
2. In your HBA profile, navigate to the left-side purple navigation bar. Select "Speaker Agreement Form":



3. From the following screen, click "submit" to agree to the calendar year indicated:



Once a speaker has been registered for an event, the attendance report will show if they have signed for the year.