## CEO Round Table Participation Agreement

**MISSION STATEMENT** – The CEO Virtual Round Table (VRT) creates a safe environment for CEOs to share best practices, personal and professional experiences, educational tools and peer to peer networking opportunities that allows each participant to effectively enhance both their personal and professional life, and accelerate the growth of their business.

The VRT shall consist of 18 – 20 CEO’s or executive equivalents. All meetings will be recorded for those who are not able to be in attendance. Limited notes will be provided by the moderator after each meeting along with all guest information.

**COMPOSITION:** The VRT will consist of approximately 15 executive participant and will meet 10 (ten) times throughout the year from the period of July 1st 20\_\_\_\_\_ through June 30th, 20\_\_\_\_\_ per the listed schedule EXHIBIT A at the end of this document. The actual start date of the roundtable and meeting dates and times are subject to change.

**COMPETITION:** There shall be little to no competition within a geographical area of the CEOs participating in the VRT. Competition that could possibly be between participants in the roundtable would have to be agreed upon prior to participation.

**ATTENDANCE:** Out of respect for each CEO participant, attendance is mandatory and members are committed to attend and participate in a minimum of 8 sessions during the fiscal year.

* All participants must notify the moderator if they will not be able to attend a monthly session.
* Again, out of respect for people’s time, all meetings will start promptly at 8:00 AM and go until no later than 12:00 PM with breaks throughout the meeting. Meetings will generally last between 3 and 4 hours.

**INVESTMENT:** The cost for participation in the VRT is **$499 per session** or a total of **$ 4,990**  per year, payable to **Communiqué LLC, 6254 Wood Wren Drive, Baton Rouge, LA 70817**. Choose payment plan by initializing below:

\_\_\_\_\_\_\_\_\_ 10% Discount if total is paid up front and in full ($4,491)

\_\_\_\_\_\_\_\_\_ 5% Discount if paid in two installments of $2 375 (first installment is due prior to Session 1 and second installment is due prior to Session 5

\_\_\_\_\_\_\_\_\_ Paid via credit card or by invoice at $499 each month

**.**

**CONFIDENTIALITY** – Each participant agrees to adhere to all matters of confidentiality within the VRT and that no information will be shared outside with anyone without the express written consent of all participants.

**EXPECTATIONS** – Each participant in the VRT is responsible for his/her own meeting experiences and development:

* All member shall be virtually and mentally present
* **Any meeting that is missed does not constitute a waiver of payment in any way and not does relieve a person of their obligation to pay for participating in the VRT for the entire year \_\_\_\_\_\_\_\_\_(initial). All meetings will be recorded for those who miss a monthly session.**
* No substitutions are allowed for participation in the VRT
* Devices shall be off or on silent/vibrate during the meeting

**FORMAT, MATERIALS and other TERMS:**

* You assert that you meet the requirements for participating in the VRT (at least $750k+ in revenue and 5+ in employees)
* An electronic version of the entire year CEO Playbook (sample agendas etc.) will be provided to each attendee prior to the first session, Update Agendas and any other information will be provided prior to and/or after each session
* All participants will be required to complete a company diagnostic survey of their business prior to the first session.
* For most sessions, each participant will be required to complete a mandatory business assignment (goal setting etc.) and less than 7 days prior to an upcoming session. All results for the table will be summarized and presented at the group for discussion.
* All materials provided throughout the course of the VRT and beyond are copyrighted and are not to be distributed to any individual without the express written permission of the moderator or owner.
* All VRT participants will receive calendar invites for each VRT session (Zoom or equivalent) for the entire year
* Expert guest speakers will attend some sessions

I hereby agree to the terms above in support of the VRT and commit to attend each and every session.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Moderator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mark S. Lewis

**EXHIBIT A**

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| --- | --- |
| **VRT Roundtable Tentative Schedule FY23-24** |  |
| **Time:** | 8:00am - 12 Noon |
|  | **CENTRAL TIME** |
| **July '23** | 20 (Thurs.) |
| **August '23** | 24 (Thurs.) |
| **September '23** | 28 (Thurs.) |
| **October '23** | N/A |
| **November '23** | 2 (Thurs.) |
| **December '23** | 14 (Thurs.) |
| **January '24** | 18 (Thurs.) |
| **February '24** | 22 (Thurs.) |
| **March '24** | N/A |
| **April '24** | 18 (Thurs.) |
| **May '24** | 23 (Thurs.) |
| **June '24** | 20 (Thurs.) |

**Zoom meeting access will be provided for the entire calendar once accepted into the program.**