



## Author Intellectual Property Release for Materials

**Instructions:** The author (or in case of multiple authors, each author completes a separate form) shall sign this IP release form. Executed forms may be submitted by either using digital signature, scanning the completed and signed form by emailing it to the INCOSE Administrative Offices at [info@incose.org](mailto:info@incose.org), or by mailing the completed form to: INCOSE Administration Offices, Suite 220, 7670 Opportunity Road, San Diego, CA 92111-2222 USA. If copyright is retained by the authors organization (e.g., work for hire), please identify the assignee and include an authorized signature.

### Author's IP Release:

For the purpose of this Author Intellectual Property Release for Materials, INCOSE defines intellectual property rights as relating to: manuscripts; presentations; work products; conference: plenary, paper or panel session recordings; and other formally provided and created author works, all hereafter referred to as "Materials". Materials are commonly associated with, but not limited to, INCOSE symposia, regional conferences, working groups, chapter meetings, and other events. Generally, under copyright law, an author's created work is owned by and copyrighted to him/her unless specific releases are obtained. An author usually desires that his/her works are afforded the maximum exposure possible among his/her peers and associates. INCOSE enables the creation, advancement, and dissemination of materials in print and all forms of electronic media. INCOSE and affiliated societies will give credit to authors when their works are reused.

INCOSE requires Authors to obtain any needed approvals from employers, customers and/or assignees to meet legal obligations for publication and/or use by INCOSE and affiliated societies of Materials. INCOSE will not confer with, or request approvals from others than the author or assignee for publication rights.

Author represents and warrants that he/she is the sole owner of all rights in and to the Materials for the purposes set forth in the release and/or that she/he has secured all required approvals and met any export and/or other applicable release requirements to publish. If applicable, the author further represents or warrants that, his/her employer and/or assignee have approved release of this material. Author further indemnifies and shall hold INCOSE harmless for any breach of the warranties made by Author pursuant to this paragraph.

Author hereby grants to INCOSE a non-exclusive, fully paid up, royalty-free, perpetual, worldwide license to use, publish, record, print, live stream, exploit, copy, assign, offer for sale, and otherwise distribute the Materials.

Author hereby waives any and all intellectual property claims including, but not limited to, trademark and copyright infringement claims, defamation, right to publicity and privacy claims arising out of or in connection with, any use, alteration, or use in any composite form of the Materials.

Author further hereby releases and discharges INCOSE from any and all liability arising out of or in connection with the making, producing, reproducing, processing, exhibiting, distribution, publishing, and/or transmitting by any means or otherwise use of the Materials.

The first page of any Materials submitted to INCOSE shall contain a copyright notice as follows: "Copyright © (insert year) by (insert author name or assignee). Permission granted to INCOSE to publish and use."

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK



**Title of Material and Paper Number**

**This material will be used for:**

**IS      WG product {Which WG}      Webinar      Chapter product {Which Chapter}      INSIGHT**

**SE Journal.**

**Identify specific WG, webinar, chapter, or publication:**

**Author's Name (Print)**

**Phone Number**

**E-mail Address**

**Name of Company/Employer/Agency/Assignee**

**Mailing Address**

**Author Signature\***

**Date**

**Assignee Signature\***

**Date**

**Approved Assignee's Title**

**Exceptions on INCOSE use (if any)**

Direct questions to: [permissions@incose.org](mailto:permissions@incose.org)

**Previous versions of this form may not be used.**

\*Please note: This form is set up to accept digital signatures. If you do not have access to a digital signature, please print the form, sign it manually and then scan and submit the signed copy electronically.