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Lifeology Course Submission Terms and Conditions

Last Updated: October 4, 2022

These Lifeology Course Submission Terms and Conditions (“Terms”) shall apply when you submit (a) a course script in a storyboard format with visual notes (“Script”), or (b) a fully developed and completed course published with the Lifeology Builder (“Completed Course”) (each a “Course”) to LifeOmic Holdings, LLC (“LifeOmic”, “we” or “us”) for review and consideration for submission into the Lifeology Library (“Library”). **Please read these Terms carefully before you make any submission.**

By submitting a Course [or by clicking to accept or agree to the Terms when this option is available], you accept and agree to be bound and abide by these Terms and our Privacy Policy found at <https://lifeology.io/privacy/>. If you do not accept the Terms, you are not permitted to, and you should not, submit a Course to us.

We may change or update these Terms at any time in our sole discretion by amending this page. Please check this page each time you submit a Course to us as you will be agreeing to the Terms in the form at the time you submit your Course.

In order to submit a Course, you must be 18 years of age and must be the owner of the Course or be the submitting author who has written authorization from all other co-authors and/or copyright holders of the Course to submit the Course and agree to these Terms on their behalf.

1. Submissions. To submit a Course, complete this form: <https://forms.gle/QH2hMRu5Y6iPdfL37>. If you have questions, you can email us at lifeology@lifeomic.com.

Courses may have multiple co-authors, but only one author should submit the Course to LifeOmic for review. The name and email address of all parties who have made a substantive contribution to the article should be included in the listed as authors. If you are submitting the Course on behalf of any co-authors or other copyright holders, you must have obtained written authorization from all those authors and/or copyright holders to submit the Course. The author who submits the Course is solely responsible for all content and information contained in the Course, and the consequences of submitting it.

2. Reviewing, Accepting and Payment for Submission. We will use reasonable efforts to review your Course and if we believe, in our sole discretion, that the Course complies with the Guidelines and Content Restrictions and is a good fit for our Library, we will accept the Course for submission into the Library. We aim to notify you of our decision to accept or reject your Course within thirty (30) days from the date of submission of the Course (“Review Period”) by emailing at the email address you provided in the submission. While we will try to notify you of our decision, such notification is not required. Please do not e-mail us to ask if we received or reviewed your Course.

You agree that the Course is exclusive to us and you must not make it available elsewhere online, in print or in any other form during the Review Period or thereafter if accepted, unless otherwise permitted



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under these Terms. If we notify you that we have rejected your Course, or you do not hear from us within the Review Period, you may make the Course available elsewhere.

We reserve the right to ask for copy-edits or other changes to the Course for accuracy, accessibility and inclusion prior to acceptance of the Course.

Upon acceptance of the Course, we will use reasonable efforts to publish the Course in the Library, however, we cannot and will not guarantee publication of the Course in the Library or publication within a certain time period. Once published, we may remove a Course from the Library at our discretion for any reason.

3. Ownership and Payment for Courses. Upon LifeOmic’s acceptance of your Course, you hereby irrevocably transfer and assign to LifeOmic the exclusive copyright and any extensions or renewals thereof, throughout the world, including but not limited to publish, disseminate, transmit, store, translate, distribute, sell, republish and use the Course and materials contained therein in print and electronic form and in other derivative works, in all languages and any form of media of expression available now or in the future and to license or permit others to do so. Although your Course will become the permanent property of LifeOmic, you may use all or part of the Course, without revisions or modifications, or include a link to the Course in the Library, on your website, blog or social media account(s) and you may make copies of all or part of the Course, without revisions or modifications, for your use for educational or research purposes. We reserve the right to withdraw your permission to use the Course as outlined herein at any time.

If your Course is accepted, you must also complete, sign and return a [Lifeology Course Copyright Transfer Agreement](#) and provide an original copy of all final rendered Course images if applicable as well as a bio, headshot or avatar image and link to your Lifeology profile (“Agreement”).

Upon return of the executed Agreement, LifeOmic will pay you \$200 for any accepted Script and \$1,000 for any accepted Completed Course within thirty (30) days. Compensation will be paid in US dollars by PayPal or mailed check.

4. Guidelines and Content Restrictions for Submissions. Submissions must satisfy the following guidelines and content restrictions:

(1) Submissions must be related to mental health, suicide prevention, addiction prevention or recovery, substance abuse or other related topics. While we will review submissions related to any of the topics listed, list of topics we are looking for include the following: What is mental health? How do I build resilience? How do I recognize the warning signs of suicide in myself? How do I combat loneliness? How do I handle death and grief? How do I handle loss and setbacks? How do I prioritize my needs and the needs of others? What is self-care?

Courses specific to a particular underserved audience are encouraged.

(2) Submissions must meet the standards and criteria for inclusion in the Lifeology Library:



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- (i) **Writing.** Use of plain language, presentation of information at a ~6th grade reading level. Roughly 180 characters maximum per card. Find more writing guidelines [here](#).
 - (ii) **Artwork.** Any included artwork or sketches are empathetic, clear and high-quality (minimum 2k pixels wide for final artwork.) Square (1:1) sketches or images. Custom original artwork only (no stock images). Format: .PNG or .JPEG for static images, .GIF for animated images. Resolution: 72DPI. Each image/animation should be less than 1.4 MB in size.
 - (iii) **Storyboarding.** Cohesion between the course script (the card text) and the images used in the course.
 - (iv) **Accuracy:** Information is factually correct (e.g. according to review by a field/topic-area expert, as well as through your own fact-checking process using primary sources) and presented in a non-misleading context. Effective integration of scientific sources.
 - (v) **Accessibility:** Courses submitted with artwork should include detailed alt text for course images.
 - (vi) **Sources:** Information sources should be hyperlinked in card text and/or included as a list or reference with titles, publishers and links.
 - (vii) **Course length:** 15-20 cards.
 - (viii) **Health literate:** Course contains understandable and actionable information.
 - (ix) **Bonus:** (a) Reviewed by potential audience members and/or stakeholders, (b) story-driven with empathetic and diverse characters and (c) Meets criteria of the [CDC Clear Communication Index](#).
- (3) The Course must not infringe on any copyrights, intellectual property rights, personal rights or rights of any kind of others and should not contain any plagiarized, fraudulent, improperly attributed materials, instructions, procedures, information or ideas that might cause and harm, damage, injury, losses or costs of any kind to person or property.
- (4) The entire Course and all text, data, figures/tables or other illustrations included therein must be original, not have been previously published elsewhere in any form or media whatsoever, and submitted only to LifeOmic.
- (6) The Course must not: (i) be inappropriate, indecent, obscene, hateful, tortious, defamatory, slanderous or libelous; (ii) promote bigotry, racism, hatred or harm against any group or individual or promotes discrimination based on race, gender, religion, nationality, disability, sexual orientation or age; (iii) be unlawful; (iv) be harmful to the Library such as contain a virus or other technologies that could adversely impact the Library; and/or (v) be disparaging to LifeOmic or the Lifeology Library or be inconsistent with the positive images and/or goodwill to which LifeOmic wishes to associate (at LifeOmic's sole and absolute discretion).
- (7) The Course shall not contain any personal information about another individual, including another person's address, phone number, email address, credit card or any other information that may be used to track contact or impersonate that individual.
- (8) If the Course contains any materials or elements (sounds, music, image, etc.) that are not owned by you or that are subject to the rights of third parties, you are responsible for obtaining, prior to submission of the Course, any and all releases, consents and authorizations necessary to permit the use and exhibition of the Course by LifeOmic, including, without limitation, name and likeness permissions from any person who appears in or is identifiable in the Course and any necessary permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously



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published elsewhere, and all appropriate credits are used. We reserve the right to request that you produce releases from any third parties.

5. Warranties. By submitting Course, you represent and warrant that the Course is the original creation and was not substantially based upon, derived or copied from any preexisting artwork; or you have acquired all rights to the Course, and all text, data, figures/tables or other illustrations included therein, by means of written authorization or contract with the co-author or copyright holder thereof. You further represent and warrant (i) you have the full and exclusive right, power and authority to submit the Course, and to transfer the copyright in the Course to LifeOmic, without further compensation or approval; (ii) the Course does not infringe, misappropriate or violate on any copyrights or other, intellectual property rights, personal rights or rights of any kind of others and does not contain any plagiarized, fraudulent, improperly attributed materials, instructions, procedures, information or ideas that might cause and harm, damage, injury, losses or costs of any kind to person or property. and (iii) the Course does not and will not violate the Guidelines and Restrictions for Submissions or any applicable federal, state or local laws or regulations. You further represent and warrant that you have not and will not make the Course available, in whole or in part, elsewhere online, in print or in any other form, unless: (i) we notify you that we do not accept your Course during the Review Period, (ii) the Review Period has expired and we have not told you we accept your Course, (iii) expressly authorized in these Terms; or [(iv) we notify you in writing that we are removing the Course from the Library]. You hereby agree to indemnify and hold LifeOmic and its affiliates, directors, officers, employees, agents and licensors harmless against all claims, damages, liabilities and expenses (including attorneys' fees and legal expenses) arising out of or related to any breach or alleged breach of these representations and warranties.

6. Limitation of Liability. To the fullest extent permitted by applicable law, in no event will LifeOmic, its affiliates, directors, officers, employees, agents or licensors be liable to any person for any indirect, incidental, special, punitive, exemplary or consequential damages (including, without limitation, damages for lost profits, revenue, sales, goodwill, use of the Course or its content, impact on business, business interruption, loss of anticipated savings, loss of business opportunity) however caused, under any theory of liability, including, without limitation, contract, tort, warranty, breach of statutory duty, negligence or otherwise, even if the liable party has been advised as to the possibility of such damages or could have foreseen such damages. You assume all legal liability for the accuracy, scope, quality and any possible outcomes as a result of or relating to your Course.

7. Disputes. The laws of the State of North Carolina will govern these Terms. All disputes related to or arising under these Terms shall be brought in the state and federal courts located in Charlotte, North Carolina and each party consents to personal jurisdiction of such courts.

8. Limitation on Time to File Claims. ANY CAUSE OF ACTION OR CLAIM YOU MAY HAVE ARISING OUT OF OR RELATING TO YOUR SUBMISSION OF THE COURSE OR THESE TERMS MUST BE COMMENCED WITHIN ONE (1) YEAR AFTER THE CAUSE OF ACTION ACCRUES; OTHERWISE, SUCH CAUSE OF ACTION OR CLAIM IS PERMANENTLY BARRED.



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9. General Provisions. These Terms and the Lifeology Course Copyright Transfer Agreement constitutes the entire agreement between you and LifeOmic, and supersedes all prior or current negotiations, understandings and representations, whether oral or written, between you and LifeOmic concerning the Course. If any provision or part-provision of these Terms is or becomes invalid, illegal or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision shall be deemed deleted. Any modification to or deletion of a provision or part-provision under this clause shall not affect the validity and enforceability of the rest of these Terms.

If you have any questions, concerns, or complaints regarding these Terms, we encourage you to contact us at lifeology@lifeomic.com.