

**THE HR LADY, LLC.
SPEAKER AGREEMENT**

Wendy Sellers, MHR, MHA, SHRM-SCP, SPHR of "The HR Lady, LLC." agrees to provide speaker services related to educating, engaging and motivating employees, members or guests of _____ (Insert Company Name).

Agreement Details

1. Both parties agree to maintain open lines of communication regarding performance under this Agreement and commit to establishing mutually agreeable goals and expectations for successful execution of this Agreement.
2. This Agreement is not intended to limit either future or concurrent phases of work, to be covered under separate Agreements, nor to limit the relationship of the parties.
3. Cancellation Clause – Either party may cancel this agreement upon a 30-day written notice delivered to the other party via standard communication methods during the performance period.
4. An invoice will be emailed to the party requesting a speaker. The invoice must be paid 14 days prior to scheduled speaking session, unless alternative arrangements are agreed upon. A credit card or ACH may be used for payment.
5. A valid, signed W9 will be provided by The HR Lady, LLC. at the onset of this signed agreement.
6. Speaking services, fee and other details are as outlined on page 2.

This Agreement shall be effective as of the date of the final signature below:

Executed by Party 1:
Wendy Sellers, Chief People Officer, The HR Lady, LLC.

Signature: _____ Date: _____

Executed by Party 2:

Printed Name/Title/ Company

Signature: _____ Date: _____

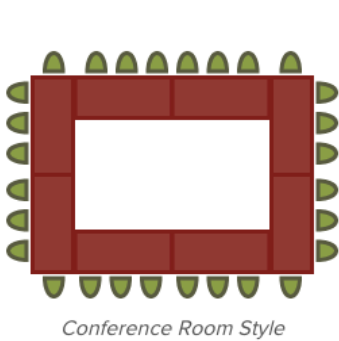
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Company or Group Name:	
Speaker Session Title/ Topic:	
Session Format:	High energy presentation and open discussion with group and/or individual activities.
Time Frame: (Circle One)	(1) 30-minute session includes limited Q&A (2) 60-minute session includes Q&A (3) 90-minute session includes Q&A (4) 120-minute session includes Q&A
Date(s):	
Start /End Time:	
Location/ Address:	
Speaking Fee:	\$_____ includes electronic copy of the presentation and electronic copy of handouts.
Lodging/ Meals/ Other Travel Expenses:	
Audiovisual Equipment:	<ul style="list-style-type: none"> • Speaker will provide: lap top computer and/or flash drive with presentation; clicker to advance slides • Party 2 will provide: LCD projector, screen, any equipment necessary to connect to the projector.
Lecture Materials, Printing	<ul style="list-style-type: none"> • Speaker will provide to Party 2 a copy of the presentation handout materials in an electronic format (PDF) no later than 5 days preceding the workshop. • Printing will be completed will be incurred by Party 2; or costs will be incurred by Party 2 as a reimbursable expense.
Room Set-up: (Circle One)	Conference, Classroom, U-Shaped, Banquet, Theater (Described on page 2)

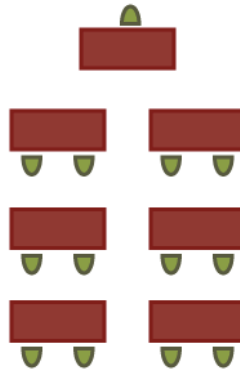
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<p>Copyright Clause:</p>	<p>The handout materials are intended for Party 2 to copy or transmit electronically for the sole purpose of giving to the attendees of the agreed upon session, if so desired. They may not be copied, sold, posted electronically, or given away for any other purpose without express written permission of The HR Lady, LLC.</p>
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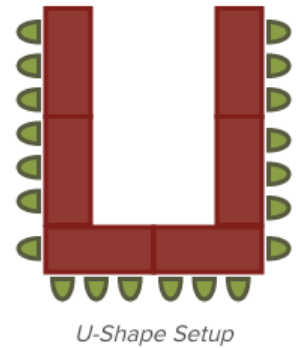
Room Set Up Options (Visuals):



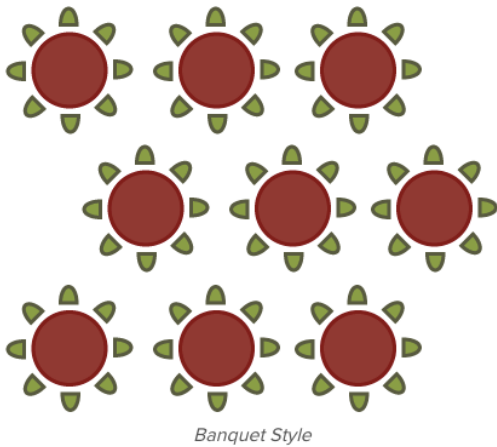
Conference Room Style



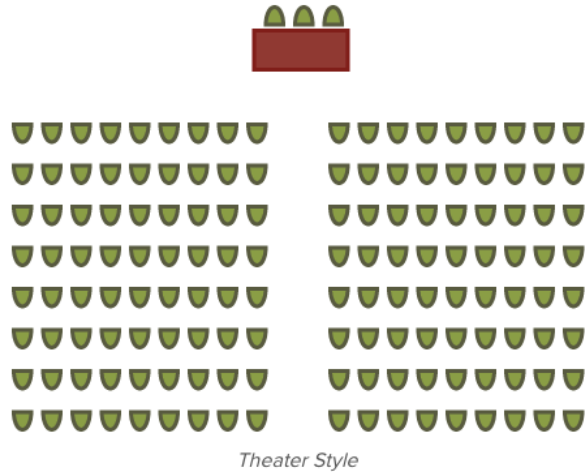
Classroom Style



U-Shape Setup



Banquet Style



Theater Style