

# Association Speaker's Agreement

## EVENT COORDINATOR CONTACT:

NAME \_\_\_\_\_

EMAIL \_\_\_\_\_

CELL \_\_\_\_\_

## ONSITE CONTACT:

NAME \_\_\_\_\_

EMAIL \_\_\_\_\_

CELL \_\_\_\_\_

DATE(S) OF MEETING: \_\_\_\_\_

LOCATION OF MEETING: \_\_\_\_\_

NUMBER OF ATTENDEES EXPECTED IN SPEAKERS ROOM: In Person \_\_\_\_\_ Virtual \_\_\_\_\_

## COURSE INFORMATION PROVIDED BY SPEAKER

Course abstracts are attached.

COURSE TITLE(S): \_\_\_\_\_

**Class** \_\_\_\_\_ **Tech** **ABO or NCLE** **1 or 2 Hours**

**Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Class** \_\_\_\_\_ **Tech** **1 ABO – GK NCLE – 1 hour**

**Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Class** \_\_\_\_\_ **Tech** **ABO or NCLE** **1 or 2 Hours**

**Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Class:** \_\_\_\_\_ **Tech** **ABO or NCLE** **1 or 2 Hours**

**Date** \_\_\_\_\_ **Time** \_\_\_\_\_

HANDOUTS? YES \_\_\_\_\_ NO \_\_\_\_\_ NEEDED BY: \_\_\_\_\_

Please send any handouts prior to the Date. These handouts will be uploaded to the Association website for attendees' use.

**EQUIPMENT NEEDED FOR PRESENTATION:** (Audio-visual needs are paid for by the PPA and subject to board approval.

\_\_\_\_\_ lectern microphone \_\_\_\_\_ lavalier microphone \_\_\_\_\_ extension cord \_\_\_\_\_

LCD (laptop provided by speaker) \_\_\_\_\_ electric pointer \_\_\_\_\_ other \_\_\_\_\_

SPEAKER(S) NAME: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMERGENCY CONTACT : \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

EMAIL: \_\_\_\_\_

TAX ID NUMBER: \_\_\_\_\_ OR SS NUMBER \_\_\_\_\_

Please attach a brief biography or CV to this agreement for publicity purposes if not already provided. And a current headshot.

### LODGING, TRAVEL AND REIMBURSEMENT INFORMATION

The Association will provide for lodging as follows:

**LODGING:** \_\_\_\_\_ night(s) single room rate and tax at the site for the night(s) of \_\_\_\_\_

**MEALS:** \_\_\_\_\_\$\_\_\_\_\_ per day (If the Association provides meals during the event, the speaker may not be entitled to reimbursement)

**TRANSPORTATION:** \_\_\_\_\_ 1. Round trip coach airfare from the speaker's hometown to the meeting site.  
\_\_\_\_\_ 2. Auto mileage at a rate of .575 cents per mile (update for 2025 IRS) tolls and parking.  
\_\_\_\_\_ 3. Ground transportation to and from the airport or rail/bus station to the meeting site.

**HONORARIUM:** \_\_\_\_\_\$\_\_\_\_\_ to be paid to ( \_\_\_\_\_ ) by the Association following the meeting. The speaker will make their own travel and lodging arrangements and bill the Association.

**HONORARIUM:** \_\_\_\_\_\$\_\_\_\_\_ to be paid to ( \_\_\_\_\_ ) by your sponsor \_\_\_\_\_

OR

**HONORARIUM:** \_\_\_\_\_\$\_\_\_\_\_ to be paid to Jackie O'Keefe by your sponsor \_\_\_\_\_

The Association will provide lodging.

**SPEAKER REGISTRATION INCLUDES:** \_\_\_\_\_

### AGREEMENT INFORMATION:

Speaker submits for CEC for approval they will be reimbursed, Yes \_\_\_\_\_ NO \_\_\_\_\_

Association Submits for CEC

The association agrees to use marketing materials provided by the sponsor/speaker on websites, at the event, and email blasts.

Please sign and email to the Event Coordinator (contact info above)

### Agreed to by:

Signature of Speaker: \_\_\_\_\_ Date \_\_\_\_\_

Signature Association: \_\_\_\_\_ Date: \_\_\_\_\_