

## LETTER OF AGREEMENT

On this \_\_\_\_ day of \_\_\_\_\_, 2008, the \_\_\_\_\_ (hereinafter called the Society) and Pamela K. Boyer, CG<sup>SM</sup>, CGL<sup>SM</sup>, (hereinafter called the Speaker) do agree that the Speaker will present educational lectures at the Society's seminar to be held at \_\_\_\_\_ on \_\_\_\_\_. The following terms shall apply.  
(place) (date)

**CONTENT OF THE PROGRAM:** The Speaker will provide a total of \_\_\_\_ one-hour lectures on topics selected by the society, from a list provided by the speaker, with the understanding that the Speaker will have final approval of the combination of topics selected. Agreement over the topics should be reached as promptly as possible after the execution of this contract.

**LECTURE ENHANCEMENTS:** The Speaker agrees to provide outlines, bibliographies, maps, glossaries, or other material for each lecture. The Speaker will provide camera-ready masters for each set of lecture materials and shall submit these by \_\_\_\_\_.  
(date)

**EQUIPMENT:** The Speaker presents her lectures using PowerPoint software. Speaker provides her own PC, all necessary software, and an LCD projector. The Society agrees to supply the equipment listed below, to be set up in working order

- large screen (an unobstructed large white wall works fine)
- lectern and electricity for laptop computer, with extension cords, as needed, to connect the Speaker's laptop and projector to available electrical outlets
- lapel microphone or a stationary microphone with stand
- cart or stand and electricity for LCD projector

In addition, the Society will have available a backup LCD projector and computer in case of malfunction of the Speaker's equipment

**FACILITIES:** The Society shall be responsible for preparing the meeting site. Specific room assignments per lecture will be determined by the Society dependent upon pre-registrations. Seating arrangements should ensure that no attendees have their backs to the speaker or to the screen upon which visual aids are projected. Lighting should permit comfortable viewing of visual aids without excessive darkness or screen washout.

**RECORDING:** The participants will be informed that no audio or video tape recording is permitted unless prior arrangements are made with the Speaker. Then it will be with the understanding that this is for their private use and are not to be duplicated, transcribed, or otherwise disseminated. Taping by the Society is not authorized.

**PUBLICITY:** The Speaker agrees to provide the Society with a professional and personal biography, a photograph, and a brief description of each lecture.

**LECTURE FEES:** The Society agrees to pay the Speaker an honorarium of \$250 per lecture or \$1000 for four one-hour sessions at the conference.

**TRAVEL EXPENSES:** The Society agrees to reimburse the cost of airline tickets for round-trip travel by air (coach class, advance purchase) from the Speaker's residence to \_\_\_\_\_, and transportation to/from the Speaker's home airport and the conference site airport. The speaker will make her own travel arrangements and purchase the ticket, subject to pre-approval by the Society. If the Speaker elects to drive to the conference, the Society agrees to reimburse driving expenses. Mileage distance will be based on AAA's most direct route from Speaker's residence to the conference site. Mileage rate reimbursement will be based on the IRS's current allowable mileage deduction up to the cost of a comparable airline ticket.

**PERSONAL ACCOMMODATIONS:** The Society agrees to provide the Speaker with hotel non-smoking accommodations for two nights (the night before and the night of the conference) and reimbursement for meals.

**CANCELLATION CLAUSE:** This agreement may be canceled if 1) a natural or public disaster should render the program unfeasible; or 2) serious illness or family death should incapacitate the speaker. If a natural or public disaster requires cancellation, the Society shall not be responsible for the Speaker's fee but should reimburse the Speaker for any sums already expended for non-refundable airfare. In the event that the Speaker should be unable to fulfill her obligations, she will not expect reimbursement from the Society for any advance sums already expended.

**AGREED TO AND AMONG:**

---

Program Chair (Society)

---

Pamela K. Boyer, CG<sup>SM</sup>, CGL<sup>SM</sup>  
Speaker  
6011 Sweet Oak Ct., Springfield, VA 22152-1415

---

Date

---

Date