



This document outlines the understanding and agreement between the participating speaker and (Chapter Name). It is designed to be a communication tool clearly confirming time, date, title, etc., and defining responsibilities of both parties. Please let us know immediately if your understanding is different than the following.

NAHU Speaker's Agreement

Speaker: _____ (please list exactly as you wish your name to appear in all printed materials)

Program: (Chapter Name) Expo and Exhibition

Session(s) _____

Date/Time: Date (00:00 TBA) _____

Location: Address & Directions

Qualifications

1. The speaker shall have a broad range of information and understanding of the subject matter he/she will be presenting; subject matter shall represent a primary area of his/her professional concentration.
2. The speaker shall have the ability to communicate the subject matter through various teaching methods in such a manner as will facilitate the ability of attendees to gain insight, knowledge, skill and/or ability in the area of concentration.
3. The speaker is required to arrive one hour before the program begins. Room will be available for set up.

Speaker Duties and Responsibilities

1. (Chapter Name) requests that the speaker conduct himself/herself at all times in an ethical and professional manner so as to maintain and increase the professional reputation of NAHU and its members.
2. The speaker must abide by the compensation schedule established by (Chapter Name) and outlined herein.
3. The speaker should submit a signed copy of this agreement to (Chapter Name) soon as possible, thereby agreeing to the criteria, instructions, and deadlines outlined herein.
4. The speaker shall not make any presentation that could be construed as being of a commercial nature. (Chapter Name) *does not allow promotion of specific business interests during educational sessions.* Blatant commercialization of any presentation could result in termination of a session by (Chapter Name).
5. Speaker will personally conduct this session; if, because of physical incapacitation, he or she is unable to do so, (Chapter Name) will have the choice of having another (ABC) presenter conduct the session.
6. The speaker is required to submit the following documents as described and by the deadlines indicated:
 - **NAHU Speaker Agreement** (this document), signed and submitted **Date ()**.
 - **Course Summary** not to exceed 75 words in length, submitted **Date ()**.
 - **Course Presentation Slides** and other materials are to be submitted via electronic submission, diskette or CD submitted **Date ()**.
 - **Speaker(s) Professional Biography**, a maximum 100-word biographical sketch that will be included in the program and will be used for introductions. **Deadline: Upon Receipt**

- **Audiovisual Equipment and Travel Request Forms** your audio visual equipment request will be used to support your presentation at the (Meeting Name). (Contact name) will make hotel arrangements in accordance with the arrival and departure dates exactly as indicated on **Travel Form**. This covers hotel room rate and applicable taxes *only*. All other charges are the sole responsibility of the Speaker. Must be submitted no later than Date ().
 - **Speaker Support Materials** This refers to copies of all materials that the Speaker will be distributing to attendees during his/her presentation. Must be submitted Date (). Any materials submitted later than this deadline is the sole responsibility of speaker to prepare copies for all participants.
 - **Current Photograph** will be used in the event program, which must be submitted Upon receipt of this request. Electronic versions are preferred.
7. Speaker is responsible for making his/her own flight reservations using the following criteria:
Flight reservations **should** be made at least *60 days in advance* and for economy airfare only. (Chapter Contact) requests that we be copied on itineraries to ensure proper hotel accommodations are secured.
The (Chapter) will not be responsible for airfare booked less than 14 days in advance, for fares other than economy airfare, or for tickets booked through another agency, unless pre-approved by NAHU.

Airfare arrangements and traveler discount codes soon to follow.

8. The (Chapter Name) agrees to Speaker compensation as outlined below:

One night at the hotel (room & taxes @ single room rate only) One day of meals (maximum of \$50 per day)

Economy Airfare (if applicable) : Yes No **OR** Mileage Reimbursement @ .48 per mile

(Chapter Name) can only reimburse for coach airfare booked through (xyz travel arrangement).
Information soon to follow.

Waiver of Registration fee Yes No

By my signature below, I agree to comply with all criteria outlined in this agreement. I further acknowledge and consent to (Chapter Name) use and distribution of my spoken word including the sale of audio and/or video cassettes and any supporting materials I have provided. I release (Chapter Name), its officers, employees, and agents from any liability that may arise from such use and distribution.

Signature

Date

Please retain one copy of this agreement and return the other copy *as soon as possible* to:
Chapter Preferred Mailing Address (Edit here)