

Invited Speaker Agreement

DR. STEPHANIE Y. EVANS

Email: drevans@ufl.edu

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| Assistant Professor African American Studies Program Center for Women's Studies and Gender Research | University of Florida 304 Ustler Hall Gainesville, FL 32511 (352) 392-6088 phone (352) 294-0007 fax |
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Event:

Organization:

Contact Person: Name(s)

Fax number:

Phone: (cell and office)

Mailing address:

Email:

| | |
|---------------------------------------|--------------------------------------|
| Presentation Date: | Expected Presentation Length: |
| Estimated Number of Attendees: | Event start time: |
| Program Topic: | Event end time: |

Specific Location of Presentation:

Facility

Phone

Address (with room #)

Directions (if applicable)

Fee/Honorarium: _____ \$

Plus, the organization will arrange:

- Lodging at _____ (hotel) for _____ nights
- All meals while at location (I will take care of my own meals during travel)
- Transportation (air and ground, based on speaker's available travel schedule)
- Handouts (I will email a 1-page document no later than one week before presentation)
- Booksigning (Organization will purchase a minimum of 25 books from UPF)

Payment: An institutional check should be paid directly following the presentation. This speaker agreement ensures that paperwork is completed in enough time for processing of a check BEFORE the event. The speaker will not accept an engagement without payment guaranteed immediately after the event, if this is against institution policy, payment will be guaranteed within two weeks after event. If payment is not made at event, there will be a guaranteed date--in writing--when the speaker can expect the check to be mailed.

** After this agreement is completed, the speaker will fax a **W-9 form** to the contact person to ensure timely paperwork completion for timely payment. Though adhering to requirements of professional courtesy (written notice of logical reason for cancellation), either party may cancel at any time without financial penalty.

Audio/Visual and Room Setup Requirements:

- Laptop (with PowerPoint and Internet access)
- LCD projector and screen
- Compact disk player with appropriate sound system (for some presentations)
- Microphone and lectern

PLEASE COMPLETE AND SIGN THIS AGREEMENT AND RETURN TO DR. STEPHANIE Y. EVANS at drevans@ufl.edu - PLEASE RETAIN A COPY FOR YOUR FILES.

Accepted by:

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| Name: Stephanie Y. Evans Signature: _____ [e-signature via email] Date: _____ | Name: _____ Signature: _____ [e-signature via email] Date: _____ |
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