

**ANNUAL CONFERENCE KEYNOTE PRESENTER
LETTER OF UNDERSTANDING**

This letter of understanding between Prairie Star District Annual Conference Program Committee and (name of Presenter) is for the services of the Keynote Presentation:

Date/Time of Annual Conference: _____

Date/Time of Keynote Presentation: _____

Location of Annual Conference: _____

Conference Theme: _____

Any pre or post conference workshops or presentations are not covered by this Letter of Understanding.

1. Payment. Program Committee shall pay Presenter, as follows (check and complete those that apply):

A fee/honorarium, via check, following completion of the presentation, of \$ _____

Round trip air travel expenses from (city) _____

Round trip vehicle expenses from (city): _____

Conference hotel accommodation (include # of nights): _____

Other: _____

2. Relationship. The Presenter is an independent contractor and shall be responsible for the payment of any taxes and social security contributions owing from the above compensation.

3. Intellectual Property. The Annual Conference Program Committee understands that the Presenter has an interest in the content of his or her presentation. In general, the Annual Conference is electronically recorded and/or live streamed for distribution to those unable to attend the conference or for future reference.

I give my consent to having the Keynote Presentation live streamed and/or electronically recorded

4. Conference Registration and Meals. Keynote presenters are not required to register for the conference. However, if you want to register to participate in conference activities beyond your role Friday night, you will need to register and pay the appropriate registration fees. You will not be reimbursed by the Local Arrangements Committee for conference registration.

I will be registering for the conference:

I will not be registering for the conference:

I will need meals only at the conference (circle meals needed):

Saturday Breakfast

Saturday Lunch

Saturday Dinner

Sunday Breakfast

5. Special Considerations, if any, are listed below (use separate page if necessary):.

The foregoing terms are agreed to and accepted by:

Annual Conference Program Committee
Contact Person(s)

Presenter

Signature: _____

Signature: _____

Print Name: _____

Print Name _____

Date: _____

Date: _____

Telephone Number _____

Telephone Number: _____

E-mail Address: _____

E-mail Address: _____