

SPEAKER AGREEMENT

CUES XXX Council Location ♦ City/State ♦ Dates

SPEAKER:

Name: _____ Phone: _____
Title: _____ cell: _____
Company: _____ E-mail: _____
City/State/Zip _____ Federal Tax I.D. # _____
_____ individual/sole proprietor,
_____ corporation _____ other

SESSION DETAILS:

Date/Time: _____
Session Type & Length: _____
Session Title: _____

COMPENSATION:

\$xxxx, coach airfare (not to exceed \$500), 1 night hotel and all necessary and reasonable expenses.

TRAVEL/HOTEL: (CUES xxx Council will arrange hotel reservations per the following unless exceptions are noted.)

Arrival Date: xxx _____ Approx. Arrival Time: _____
Departure Date: xxx _____ Approx. Departure Time: _____

Check Preference: Single Double Non- Smoking Smoking

AUDIO/VISUAL: Please indicate any audio/visual items you need for your presentation. **Standard set is one lectern and one lavalier microphone.**

- No additional audio/visual equipment is needed.
 I request the following audio/visual equipment. (Please check all that apply):
_____ Overhead Projector and Screen
_____ Flip Chart Pad & Easel with markers
_____ Data Projector (LCD Projector) and Screen
_____ Other (please specify): _____

Please indicate type of laptop that you will be providing: Macintosh- model# _____ or PC

Please initial your agreement to the following statements.

- _____ No speaker substitutions without prior consent from CUES.
_____ I will not use CUES registration list to contact conference attendees to promote my organization.
_____ I will submit my presentation to CUES by XXX.
_____ I will submit my expenses to CUES by XXX.

Signature

Date

Please return this form to XXX, fax: xxx.xxx.xxxx by **xx/xx/xx**