



<DATE>

<NAME>

<TITLE>

<ORGANIZATION>

<ADDRESS>

<CITY, ST ZIP>

Dear <NAME>

Thank you for agreeing to speak at the upcoming <CUES XXXX Council Event>! We are delighted you will be joining us at <EVENT LOCATION> in <CITY> from <START DATE> – <END DATE>.

Along with this letter, you'll find a speaker agreement, logistics information form, checklist and expense report. Please review, sign and return the **speaker agreement**, along with your **W-9**, no later than **<DUE DATE>**. Please feel free to make any changes or notations directly on the agreement. If at any time you have any questions, please feel free to contact me. Please complete and return the **logistics information** form by **<DUE DATE>**.

CUES is happy to cover all necessary and reasonable expenses (meals, transportation, parking, etc.) in relation to your speaking engagement, up to a maximum of <\$AMOUNT> per day. Simply complete the enclosed **expense report** by **<DUE DATE>**. Please be sure to include all receipts.

Speakers are asked to make their own flight and hotel arrangements. For hotels, please use <INSERT LINK> to book within the group block. For flights, speakers may either use the travel agent of your choice or contact Fox World Travel's Premier Meetings & Incentives division to make your airline reservations. Please contact Fox World Travel at 1-920-230-8833 or via email at accountmanagement@gofox.com and identify yourself as a speaker with CUES to make arrangements.

If at any time you have any questions, please feel free to contact me. Thank you for your participation in this year's event, I'm looking forward to working with you.

All the best,

<CONTACT NAME>

<TITLE>

<ORGANIZATION>



<EVENT TITLE>
<EVENT HOTEL>
<EVENT LOCATION> ♦ <EVENT START DATE> - <EVENT END DATE>

SPEAKER AGREEMENT

<NAME>
<TITLE>
<ORGANIZATION>
<ADDRESS>
<CITY, ST ZIP>

Phone:
E-mail:
Alt. E-mail:
Tax ID / SSN: _____
(please specify): ___ individual/sole proprietor
 ___ corporation
 ___ other

This agreement is made by and between the CREDIT UNION EXECUTIVES SOCIETY <XXXXX> COUNCIL (“CUES XXXX Council”) and <SPEAKER NAME> (“the speaker”).

Speaker agrees to prepare and present the following program:

<DATE>
<SESSION NAME>
<DAYS> <TIMES>
<EVENT HOTEL>; <EVENT LOCATION>

Expenses and Other Financial Considerations:

<CUES XXXX Council> will compensate the speaker in the amount of <FEE> <FEE STRUCTURE>.

<CUES XXXX Council> will reimburse the speaker for round trip coach airfare not to exceed \$700.

<CUES XXXX Council> will reimburse for <NUMBER OF NIGHTS> of hotel accommodations at the event hotel. You may book at other hotels but should not exceed <\$AMOUNT> per night.

<CUES XXXX Council> will reimburse the speaker for all necessary and reasonable incidental expenses. Included within necessary and reasonable expenses, <CUES XXXX Council> will reimburse the speaker for the cost of meals (up to \$125/day) and normal and customary ground transportation, based on submitted receipts.

Any expense items not specified above are expressly *excluded* from reimbursement (i.e., room service, phone calls, laundry, dry cleaning, in-room movies, entertainment, limousines).

In order to receive reimbursement, the speaker expense report must be submitted to <NAME (USUALLY TREASURER)> no later than <DUE DATE>.

The speaker authorizes <CUES XXXX Council> to use his/her name, likeness, photograph, and biographical information in connection with the use and promotion of the program.

Both parties agree not to solicit for employment the employees of the other party or of their affiliated entities, during and for a period of twelve (12) months post termination.

This agreement is binding on both parties and cannot be cancelled. <CUES XXXX Council> and the speaker mutually agree that all parties shall be released from any and all liability or damages if CUES or the speaker is unable to fulfill the terms of this agreement due to an act of God, illness, interruption or delay of transportation, or any other cause beyond the control of the parties. If, for any reason, the speaker is delayed or cannot appear, the speaker will promptly notify <CUES XXXX Council> to arrange a mutually agreeable change of date and/or a substitute speaker. Any benefits, deposits, and/or advance reimbursements under this agreement shall be transferred to the substitute speaker, if any. If a change of date or substitute speaker cannot be mutually agreed upon, <CUES XXXX Council> and the speaker agree that this Agreement is cancelled and that the speaker shall refund any deposits and/or advance reimbursements it has received from <CUES XXXX Council>.

Signed:

On behalf of <CUES XXXX Council>:

«First_Name» «Last_Name»

<COUNCIL REPRESENTATIVE>

Date

Date

Please review, sign and return this form no later than <DUE DATE> to: <COUNCIL CONTACT>



<EVENT TITLE>
<EVENT HOTEL>
<EVENT LOCATION> ♦ <EVENT START DATE> - <EVENT END DATE>

LOGISTICS INFORMATION

SPEAKER: <NAME>

ARRIVAL/DEPARTURE:

Arrival Date: _____, 2017 Approx. Arrival Time: _____

Departure Date: _____, 2017 Approx. Departure Time: _____

AUDIO/VISUAL: Standard A/V set includes data projector with a screen and a wireless clicker.

Please indicate any additional audio/visual items you need CUES to provide for your presentation (Check all that apply):

- PC-compatible laptop
- Mac-compatible laptop
- Flip chart, easel and markers
- Lavalier microphone
- Internet access during presentation
- PC audio during presentation (e.g. embedded videos, music, etc.)
- Mac-to-data projector adapter (*please specify*): _____
- Other (*please specify*): _____

No additional audio/visual equipment beyond standard A/V set is needed.

If you plan on bringing your own laptop to run your presentation from, please indicate the type of laptop you're bringing:

- Mac (*please specify model*): _____
- PC

Please complete and return this form no later than <DUE DATE> to: <COUNCIL CONTACT>



<EVENT TITLE>
<EVENT HOTEL>
<EVENT LOCATION> ♦ <EVENT START DATE> - <EVENT END DATE>

KEY DEADLINES CHECKLIST

- <DUE DATE> Review and return signed ***Speaker Agreement and W-9***. Please make any necessary changes and send via email or fax. Attn: <COUNCIL CONTACT>
- <DUE DATE> Complete and return ***Logistics Information*** form. Please send via email or fax. Attn: <COUNCIL CONTACT>
- <DUE DATE> ***Expense Report*** due. *Please be sure to include all receipts.*

KEY CONTACTS

<NAME>
<TITLE>
<EMAIL>
<PHONE>

<NAME>
<TITLE>
<EMAIL>
<PHONE>

<EVENT TITLE>
 <EVENT HOTEL>
 <EVENT LOCATION> ♦ <EVENT START DATE> - <EVENT END DATE>

SPEAKER EXPENSE REPORT

Speaker/Company Name: _____
 Make Check Payable to: _____
 Address, City, State, Zip: _____
 SSN or Tax ID: _____
 Date Submitted: _____

Date					Totals
Transportation					
Airline Ticket					
Car Rental					
Taxi/Hired Transportation					
Parking					
Tolls					
Breakfast (including tips)					
Lunch (including tips)					
Dinner (including tips)					
Incidentals					
Miscellaneous, tips					
Speaker Fee					
Grand Total					

Note: <CUES XXXX Council> requests that all available receipts be attached to this expense report.

Please complete and return this form no later than <DUE DATE> to: <COUNCIL CONTACT>