**To Be Printed on**

**RIT Letterhead**

Name of Speaker

Address of Speaker

Address of Speaker

Re: Presentation on [DATE OF PRESENTATION]

Dear [NAME OF SPEAKER]:

Thank you for agreeing to speak at the Rochester Institute of Technology’s (“RIT”) [INSERT SPECIFICS ON FOR WHOM AND WHERE THE PRESENTATION WILL TAKE PLACE] on [DATE OF PRESENTATION]. Your presentation entitled [INSERT TITLE OF PRESENTATION] shall be on [INSERT SPECIFICS ON THE TOPIC TO BE PRESENTED.] In addition to the presentation, you will be expected to [INCLUDE ANY ADDITIONAL APPEARANCES OR RESPONSIBILITIES. IF NONE, THEN DELETE THIS SENTENCE].

Your presentation will be videotaped by RIT and the videotape will be posted on [SITE], located at [WHERE]. You agree to the use of this videotape and your image by RIT for any purpose including, but not limited to, marketing purposes. RIT will not post a transcript of your presentation, except that you agree to allow RIT to close-caption the presentation. Should events beyond either party’s control force the cancellation of the presentation, both parties will work together to reschedule the presentation. If no mutually acceptable date can be identified for the rescheduling of the event, neither party shall be liable to the other for any costs incurred.

In recognition of your time and effort for this presentation, RIT shall pay you a one time payment in the amount of $\_\_\_\_\_\_, which shall be paid concurrent with your current salary and subject to all applicable taxes and withholdings. Please sign this letter below, indicating your agreement to present [INCLUDE TITLE OF PRESENTATION].

Very truly yours,

[NAME OF PERSON RESPONSIBLE FOR EVENT]

[TITLE OF PERSON RESPONSIBLE FOR EVENT]

Accepted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_