**SPEAKER AGREEMENT**

**(Honorarium)**

**HONORARIUMS ARE NOMINAL PAYMENTS THAT TYPICALLY IMPLY THAT YOU ARE SIMPLY COVERING THE COSTS OF THE SPEAKER TO GIVE THE SPEECH (i.e. THE SPEAKER IS VOLUNEERING THEIR TIME, THE SPEECH ITSELF IS GIVEN FOR FREE, AND RIT WOULD NOT TAKE ACTION TO RECOUP COSTS IF THE SPEAKER FAILED TO SHOW).**

**ACCOUNTS PAYABLE CONSIDERS HONORARIUMS TO BE MINIMAL PAYMENTS OF $500 OR LESS. IF YOU INTEND TO PAY THE SPEAKER AN AMOUNT GREATER THAN THIS, YOU WILL NEED TO USE THE STANDARD SPEAKER AGREEMENT OR THE INDEPENDENT CONTRACTOR CONTRACT. IF YOU DO NOT KNOW WHICH FORM IS APPROPRIATE, PLEASE CONTACT ACCOUNTS PAYABLE FOR GUIDANCE.**

**PLEASE DELETE THIS PAGE, AND ALL [BRACKETED TEXT] INCLUDING HIGHLIGHTS, NOTES, AND RED FONTS BEFORE PRINTING OR SENDING**

**To Be Printed on RIT Letterhead**

[DATE]

[Name of Speaker]

[Address of Speaker]

 Re: Presentation on [DATE OF PRESENTATION]

Dear [NAME OF SPEAKER]:

Thank you for agreeing to speak at the [INSERT SPECIFICS ON WHERE THE PRESENTATION WILL TAKE PLACE] on the Rochester Institute of Technology (“RIT”) campus 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, RIT shall pay you an honorarium in the amount of $[AMOUNT]. You and RIT agree that this honorarium is not a payment for employment services. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_