



ARMA Nebraska Chapter Speaker Agreement

Meeting Details

Date:
 Time:
 Location:
 Topic:

Travel: Please indicate which (if any) categories of expense will be incurred for the presentation and the estimated expense amount.

Check (X)		Estimated Amount:
<input type="checkbox"/>	Airfare: The Chapter will reimburse for economy travel ticket purchased 60 days in advance. Ticket upgrades are Speaker's responsibility.	\$
<input type="checkbox"/>	Driving: The current IRS reimbursement rate will be reimbursed.	\$
<input type="checkbox"/>	Speaker fee or honorarium	\$
Submit receipts to the Chapter for reimbursement. <i>Lodging and ground transportation will be handled by the Chapter unless other arrangements have been made.</i>		

Cancellation: Once booked, the program information is posted on the Chapter's website and added to the annual program brochure. As a result, canceling is strongly discouraged. If cancellation is absolutely necessary, Speaker will notify the Chapter as soon as possible as well as assist the Chapter in locating a replacement that can speak on the same topic. If any expenses or fees have already been paid by the Chapter, Speaker shall reimburse those fees within 30 days.

Deliverables: Presentation time is approximately _____ minutes to include presentation and Q&A.

Requests for event: Please indicate what audiovisual equipment or other support will be needed for the presentation.

Check (X)

<input type="checkbox"/>	Digital Projector & Screen
<input type="checkbox"/>	Laptop Computer
<input type="checkbox"/>	Flipchart & Markers
<input type="checkbox"/>	Printed Handouts and Other Job Aids: A duplex copy of your presentation will be provided, if received one week prior to the meeting.
<input type="checkbox"/>	Lavaliere Microphone (in lieu of podium microphone)
<input type="checkbox"/>	Podium and Microphone
<input type="checkbox"/>	Other: _____

By executing this Agreement and emailing the same back to the Chapter, Speaker agrees to be bound by the terms of this Agreement.

 Speaker Signature

 Speaker Name (Printed)

 Date