**SPEAKER AGREEMENT LETTER TEMPLATE**

DATE

SPEAKER NAME

SPEAKER ADDRESS

SPEAKER ADDRESS

Dear NAME,

Thank you for agreeing to deliver your talk, TALK TITLE, at HOST ORGANIZATION. We are excited to welcome you to our community as part of our organization’s programming!

Below are the details of your visit. Please read carefully.

* Your talk will take place on DATE from TIME to TIME. [Be sure to specify eastern or central time.]
* Please plan to arrive 20-30 minutes early, so we can make sure you are settled and any A/V or other needs you have are taken care of.
* The talk will take place at VENUE INFORMATION INCLUDING NAME OF VENUE, ADDRESS AND ROOM NUMBER IF NEEDED.
* Parking is available INSERT PARKING INFORMATION.
* You will deliver TALK TITLE.
* INSERT ANY SPECIAL DETAILS, PER YOUR CONVERSATIONS WITH THE SPEAKER.

For your service, HOST ORGANIZATION will pay you an honorarium of $400 directly.

[ADD, AS NEEDED: We will cover your roundtrip mileage at the federal reimbursement rate of 56 cents/mile, for approximately INSERT COST ESTIMATE. We also agree to cover INSERT DETAILS AND COST LIMITS FOR MEALS OR HOTELS AS PER YOUR AGREEMENT.]

If this accords with your understanding of our agreement, please sign and return this agreement letter to me. [IF NEEDED: Please also send a W9.] If you have any questions in the meantime, you can call or email me at INSERT EMAIL AND PHONE NUMBER.

I am excited to meet you soon. Thank you for agreeing to visit our community and share your insights!

Sincerely,

NAME, TITLE

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SPEAKER SIGNATURE DATE