

SAMPLE AGREEMENT

This agreement is made between **Region Name and Number** and **Faculty Member**, a Certified International Faculty member.

Faculty Member agrees to come to **City, State** on **Date of arrival** to teach classes at the **Event Name**.

Region Name and Number agrees to provide the following for **Faculty Member**:

- Roundtrip coach airfare;
- Reimbursement for mileage to/from airport and parking at airport;
- All meal expenses associated with the trip;
- A private hotel room at the seminar hotel for Friday and Saturday nights;
- A teaching fee of **\$Fee** for the weekend.

Region Name and Number will also tend to the following needs:

- Pick-up at **Airport Name** airport;
- Duplication of handouts;
- VIP seating at mass meals and other activities at which she does not teach;
- Snacks/drinks in hotel room;
- Return to **Airport Name** on Sunday.

Faculty Member agrees to do the following:

- Plan to arrive in **City** no later than **time** on **Date of Arrival**;
- Make her own travel arrangements;
- Teach one class on Friday **Date** several (no more than 5) classes on Saturday between 8:30 a.m. and 6:00 p.m. with at least an hour and a half provided for lunch, and no more than one class on Sunday;
- Provide handouts for duplication at least two weeks prior to the event;
- Notify **Region Name and Number** as soon as possible if cancellation is necessary; and
- Pay any non-refundable fees associated with such cancellation.

These terms are agreed to by the following parties:

Faculty Member's Name

Date

Name, Ed. Coord. **Region Name/Number**

Date