

Speaker Agreement Template

This Speaker Agreement ("Agreement") is made and entered into as of _____ ("Effective Date") by and between _____ ("Organizer") and _____ ("Speaker").

1. Event Details

- Conference Name: _____
- Date(s): _____
- Location (if applicable): _____
- Session Title/Topic: _____
- Session Date & Time: _____

2. Speaker Obligations

1. Deliver the presentation as described above and provide presentation materials (if any) by _____.
2. Ensure that content is original and does not infringe third-party rights.
3. Notify Organizer promptly of any changes or inability to fulfill obligations.

3. Organizer Obligations

1. Provide necessary event details and support.
2. If applicable, offer agreed-upon compensation or reimbursement:
 - Honorarium: _____
 - Travel/Accommodation: _____

4. Intellectual Property & Recording

1. Speaker retains copyright of the presentation. Organizer may record and distribute the session for educational purposes, subject to Speaker's approval: Yes / No

5. Promotion

Organizer may use Speaker's name, photo, and bio for event promotion.

6. Cancellation

Both parties must provide written notice for cancellation. Organizer reserves the right to modify the event schedule as needed.

7. Miscellaneous

1. This Agreement constitutes the entire understanding between the parties.
2. Any amendments must be made in writing and signed by both parties.
3. Governing law: _____

Speaker's Signature

Date: _____
Name: _____
Organizer's Signature

Date: _____
Name: _____

