

Texas Staff Development Council (TSDC)

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AGREEMENT

The Texas Staff Development Council (TSDC) and _____ agree to the following terms and conditions concerning a presentation to be made by the presenter, significant details being as follows:

Title of presentation:

Fee: as approved by the TSDC Board of Directors

Transportation: Presenter is responsible for his/her own travel arrangements. TSDC will reimburse up to unrestricted coach class fare, 21-day advance purchase and mileage according to current state rates.

Lodging: TSDC will reimburse up to the state room rate plus applicable taxes for this event. The presenter will pay all incidentals.

Other expenses: TSDC will reimburse for meals (\$36/day maximum), necessary economical ground transportation (excluding limousines), and/or parking fees in conjunction with this appearance. The presenter is responsible for his/her own phone calls, in-room movies, honor bar, and dry cleaning. Business Center services are at the expense of the presenter unless pre-arranged with TSDC or approved by TSDC during the conference. The request for reimbursement should be made to the TSDC office no later than two weeks following the appearance.

Penalties: TSDC shall have the right to terminate this Agreement without penalty or obligation, if the event for which the presenter has been engaged is cancelled or postponed, provided that TSDC gives notice to the presenter ten (10) business days prior to the time the event was originally scheduled.

If the Presenter cancels the presentation, TSDC will be entitled to reimbursement for any reasonable and necessary expenses in anticipation of such presentation.

Non-Solicitation: During the term of this agreement, and for a period of six months following the presentation, _____ shall not, directly or indirectly, solicit him (her) self to any person or entity that is or was an attendee of the presentation noted above sponsored by TSDC. Any requests or inquiries regarding future speaking engagements should be referred to the TSDC office at the numbers listed above.

Content Fidelity Present agrees to train the content as written; adding no content nor deleting content.

Copyright Presenter agrees to not teach the content in its entirety nor by sections outside of the written training. Using the tools and skills are appropriate and acceptable; copying pages or using the trainers' notes to teach outside of the scheduled sessions is not acceptable.

Speaking on Behalf of TSDC Commitments and promises will not be made by presenters on behalf of TSDC. All requests are referred to the office staff.

Authorized representative for TSDC:

Authorized representative for Presenter:

Name, title

Date

Date

SSN or Federal ID #