Guidelines for Speaker Agreement Template

When to Use Template

The Speaker Agreement may be used in connection with engaging a guest speaker to come to the University, or to a University-sponsored event elsewhere, to give a speech, talk or lecture, or to make a presentation, for a limited engagement (typically one day or a single, multiple-day conference). The Speaker Agreement may not be used for academic course or classroom teaching, or similar longer-term arrangement, which may constitute an employer-employee relationship.

Contact the OGC to determine if the Speaker Agreement is appropriate for a particular situation.

Review by Other University Constituents

Contact Accounts Payable to confirm the necessary paperwork to process payment of compensation/honorarium to the speaker.

If the compensation or honorarium is in excess of $600, contact the Tax Office, in the Office of the Comptroller, to confirm any additional paperwork that may be required in connection with the engagement of the speaker, including a W-9 form and Certification for Determination of Independent Contractor Status. More information from the Tax Office on this subject is available on the Office of the Comptroller website and in the Policy on Independent Contractor Classification, which includes speakers, available on that website.