



PRESENTER AGREEMENT FORM

Instructions: Please read the conditions of acceptance below, check each item to indicate your agreement, sign and return the form to stacey@ursta.org.

SESSION TITLE:

SESSION DATE & TIME:

SESSION DESCRIPTION:

PRESENTER(S):

PHONE:

EMAIL:

ADDRESS:

CITY, STATE, ZIP:

URSTA CONFERENCE PRESENTER CONFIRMATION

Please check each item below.

- 1. I accept the invitation to present the session as described above.
- 2. I understand that any cancellation costs incurred will be my responsibility.
- 3. I agree to inform URSTA in writing of any changes in the session/presenters, no later than one week prior to event.
- 4. I understand that a projector, screen, podium and microphone will be provided by the conference. I will be responsible for any additional equipment required. If presenting via Zoom, the meetings will be recorded.
- 5. I understand my presentation is not to be used as marketing or advertising for products or services that I provide.
- 6. I understand that URSTA will reimburse me for my time and expenses as described below (Note: these costs include any materials you provide):
 - Half day of training (1+ hours): \$300.00
 - Full day of training (6+ hours): \$600.00
 - Two-day of training (8+ hours): \$1200.00
 - Mileage reimbursement: \$0.55 per mile
 - Hotel reservation: Not to exceed the URSTA room rate.
 - Please check this box if you wish to donate your time.
- 7. URSTA has permission to put any materials and meeting recordings on their website. (Unless it is copyrighted).
- 8. Conflict of Interest: If being reimbursed by URSTA for travel, you cannot be reimbursed by the agency you represent as well. If you are on agency time, URSTA will reimburse your expenses only. If you wish to be paid directly from URSTA, you will need to take time off from your agency during the time you are presenting for URSTA.

By signing this form, I agree to the above terms.

PRINTED NAME:

SIGNATURE:

URSTA
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