



ORC Speaker Agreement

This agreement is entered into on this ___ day of _____, 201__.

BETWEEN:

Bethany Arsenault,

ORC Coordinator with The Alberta Library (“TAL”)

(the “Speaker”)

- AND -

Name: _____, on behalf of

_____ (School/Institution)

(the “Client”)

The Speaker shall present an information session for the Client (the “Presentation”) based on the following Information:

CLIENT’S CONTACT INFORMATION:

School/Institution Name: _____ (the “Client’s Institution”)

Address for Presentation: _____ (the “Venue”)

Phone Number: _____ ext. _____

Alt. Ph Number: _____ ext. _____

Email: _____

SESSION INFORMATION

Topic: _____

Grade Range: _____

Anticipated Number of Attendees (Minimum of 20): _____

Date of Session: _____ (the “Presentation Date”)

Start time (Minimum 1.5 Hours): _____

EQUIPMENT & ROOM SET-UP SPECIFICATIONS:

The following equipment must be made available for the Speaker at the Presentation:

- One School computer;
- One Projector and Projector Screen; and
- Internet Access

TRAVEL

The Client, or the Client's Institution, shall be responsible to pay, arrange, book, and schedule any travel required by the Presenter to and from the Venue, including but not limited to travel to and from the hotel/airport/bus station as required by the Presenter before and after the Presentation (Subject to other arrangements agreed to between the Speaker and the Client in writing). The Client shall not be responsible for any **other** travel expenses, unless unreasonably incurred and subject to the Cancellation Policy.

CANCELLATION POLICY

The Client may cancel the Presentation at any time up to **two weeks** before the Presentation Date by providing the Presenter with written notice to the email address below (the "Cancellation Notice"). If the Cancellation Notice is received by the Presenter less than two weeks before the Presentation Date, the Client may be required to pay any and all airline or hotel cancellation fees or reimburse any deposit fees that are incurred as a result of the late Cancellation Notice.

MINIMUM ATTENDEES

The Presentation requires a minimum of 20 attendees. If fewer than 20 attendees are scheduled to attend two weeks prior to the Presentation Date, then the Presentation will be cancelled, subject to the discretion of the Presenter. The Client, or the Client's Institution, may partner with other schools or institutions to meet the minimum attendee requirements.

PRESENTER CONTACT INFORMATION

The Presenter may be contacted as below, but all written notices must be sent by email:

Phone: 780-414-0805 Ext. 236

Email: barsenault@thealbertalibrary.ab.ca

Accepted and agreed to as of the date first written above:

CLIENT:

Print Name:

PRESENTER:

Bethany Arsenault, ORC Coordinator