

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.