



37140 Goddard Street, Romulus, MI 48174 734-955-9516 WWW.MAHC.coop

INVITED SPEAKER AGREEMENT

Dear Richard,

Please review the following information regarding your 2019 Annual Conference presentation. *Note: Please enter below is the information as you want it to appear in the conference program*

Session Speakers: Richard Berendson

Session Title: New Board Training

Date and Time of Presentation: Monday, April 29, 2:00pm - 5:15pm

Description of Workshop (50 WORD MAX): *Due by **Friday, November 2, 2018** (if not sooner)*

Honorarium: Complimentary Basic Registration. If two or more people are presenting at a session only one person will receive the complimentary registration.

Travel: You are responsible for making your own travel/flight arrangements and providing your own transportation to the conference.

Hotel Accommodations: You are responsible for making your own hotel accommodations. The conference will be held at The Hyatt Regency Seattle, 808 Howell Street, Seattle, Washington. A limited number of guest rooms have been reserved at a discounted rate of \$199.00 a night single/double occupancy, plus applicable taxes for run of house rooms **until Thursday, April 4th, 2019**. In order to receive this special rate, **you must mention the Midwest Association of Housing Cooperatives (MAHC) when making your reservation**. After Thursday, April 4th, 2019, or once the room block has been filled (**whichever comes first**), reservations will be accepted on a space and rate available basis.

Session Documents:

Speakers wishing to provide handouts to their session attendees should make copies (we recommend 50 copies) and bring them to their session to handout. MAHC will not be making copies of speaker handouts prior to the conference or onsite for speakers.

Phone *(Please provide a cell phone number incase we need to reach you onsite)* _____

Workshop Trainer Biographical Information:

Please provide your biographical information. Your bio should be two to three sentences long and no more than 100 words. Due to space constraints, we will edit anything longer. Please do not submit copies of your resume.

Your biography should include information such as:

- ▶ Current position
- ▶ Educational background
- ▶ Work that you have done in fields related to housing cooperatives
- ▶ Special recognition for housing cooperative related work

To prevent errors in producing the conference program, please make sure that all of the information you have submitted is either typed or written in legible handwriting.

Agreement entered into this _____ day of _____ Month of year _____ and
between _____ (instructor) and the MAHC Association, a not-for-profit
corporation.

IT IS AGREED:

1. Responsibilities. Instructor shall be an independent contractor in the delivery of educational programs at such times and places as mutually agreed to by MAHC and the Instructor. MAHC shall have the right to use Instructor's name, title, affiliation, photograph, and business or company name in connection with services performed pursuant to this Agreement.
2. Use of Intellectual Property. Instructor shall supply materials to be used for class/seminar. Preferred delivery will be power point and copied handouts that are of quality that are legible and user friendly. Handouts will be void of Company printed binders, logos, or other material that appears to be a marketing tool for the Instructor. The exception would be material that is copy written by the Instructor or books and literature that is copy written by an outside source and used as a tool for instruction. MAHC has the right to review any materials or resources when it deems appropriate.
3. Representation before Other Organizations In teaching for or making presentations to other organizations, Instructor shall not imply MAHC endorsement without prior approval to do so.
4. Cancellations. In the event an instructor needs to cancel their assignment; the Instructor will make every effort to give as much lead-time as possible so that the subject can be assigned to another Instructor.
5. Warranties: Instructor represents and warrants that:
 - A. Instructor's education presentations under this Agreement, whether oral or in written or printed form, shall contain nothing of such nature as may reasonably be considered scandalous, defamatory, obscene, or harassing on the basis of any class protected by federal, state, or local anti-discrimination laws.
 - B. Instructor shall not, in the performance of services under this Agreement, intentionally or otherwise violate, infringe, or impede the legal or equitable right of any person, firm, corporation or other organization, including copyrights and trademark right, or rights of privacy,
- C. Upon termination of this agreement for any reason, Instructor will discard or return (if requested) to MAHC any material that may have been loaned or given to the Instructor.
6. Execution and Applicable Law. This Agreement has been executed in Michigan and shall be governed in accordance with the laws of the state of Michigan in any respect.
7. Joint Effect of this Agreement. Nothing in this Agreement shall be deemed to create a partnership or agency relationship between MAHC and Instructor or to make the parties jointly liable for any obligation arising out of the activities and services contemplated by this Agreement.
8. Use of information. Instructor shall not, during the term of this Agreement impart to anyone any confidential information, which Instructor may acquire in the performance of his or her duties under this Agreement except permitted by MAHC.

9. Term. This Agreement shall be effective for a period of _____.
10. MAHC reserves the right to periodically review the performance of an Instructor and reserves the right to audit any class to ensure that its performance standards are being met.
11. Assignment. Instructor will notify MAHC of any additional Instructors or aides. Class assignments for this period Include: _____

Signed by:

Instructor _____

Date _____