

NOTE TO REGION CONFERENCE CHAIR:

A letter from you should be sent with contract below. Include as much detail in the contract as possible, including where, when, what is expected of them, what you will provide and how they will be paid. Send them two copies to sign and send to the Exec. Office. We will send a completed signed copy back to them and to you.

Following are some suggestions of what should be included. Try to keep it to one page???

Date

Mailing address information

Dear

I enjoyed visiting with you regarding your participation in our Region _____ Conference to be held _____ at the _____ - hotel in _____, _____.

As you know, the topic for the meeting is _____

and you have agreed to talk about

Please arrive at _____ and meet _____ at the _____

You may need to:

1. Describe how the person should get from airport to hotel (shuttle or taxi and approx cost and instructions on how/where to board) so they can be prepared or someone from your committee meeting the person –where-when and how and how they will recognize them. Perhaps provide a map.)
2. List the name and phone number of the hotel and a **room confirmation** number
3. If they are coming in the night before, tell them if someone will take them to dinner
4. Where and when to meet you for their presentation – Arrange to visit with them by phone an hour or so before, so you will be assured they are on target as far as being on time and knowing where to meet you.

Also, include the following information, of course, customized to what you need them to do:

The session will begin at _____ o'clock. There will be approximately _____ minutes of announcements before you are introduced, so your presentation will start at approximately _____ o'clock and should end at _____-. Please be sure to leave approximately _____ minutes for question and answers at the end of your presentation.

The follow up session will be (time, topic, how many people you might expect, what kind of format you need (lecture, roundtable discussion, workshop, etc.) **IF you have a follow up session...**

Include other information that will help them deliver the information that you desire, as in:

You may wish to be aware that this issue is important to our region because

Participants will be especially interested in.....

Sign off in your usual cheery and helpful manner and include your contact information – phone, e-mail, address, etc.

This agreement is between the National Academic Advising Association and

Name _____

Firm _____

Address _____

City _____ State _____ Postal Code _____

Day Phone _____

FAX _____

E-mail _____

To deliver the following services:

1. Keynote speech on the topic of _____ Date and Time _____ a.m./p.m
2. Follow up session on the topic of _____ Date and Time _____ a.m./p.m
3. Other: _____

NACADA will provide a podium with a _____ microphone, & if requested, a _____.

NOTE: If video projector is requested, speaker will provide computer and presentation materials.

Payment of the \$ _____ Honoraria will be made at the conclusion of the presentation

Original receipts must be submitted to the Executive Office for the following:

- Meal allowance up to \$45 per day
- Ground Transportation to and from airport (not to exceed \$ _____)
 - o NOTE: Mileage is reimbursed at \$.51 per mile and does not require a receipt.
- Air transportation not to exceed \$ _____
 - o NOTE: Airfare will be reimbursed at coach fare with 2 week advanced purchase. Rate must be approved by Executive Office before ticket is purchased. Call Diane Matteson at 785-532-5717.
- Hotel stay for the night(s) of _____ (date)
 - o NOTE: Generally, NACADA reserves and arranges payment for the room and tax at the conference hotel, so speaker will only need to guarantee payment for incidentals.

NACADA will make payment to:

- Name and address as above
 - Firm and address listed above
 - Other: _____
- _____
- _____
- If payable to an **individual**, include Social Security #:
 - _____
 - If payable to an **institution**, include FEIN #:
 - _____

Signed: _____ Date: _____

Signed: _____ Date: _____
Maxine Coffey, representing NACADA

MAIL DIRECTLY TO:

NACADA - Region _____
Attn: Diane Matteson
2323 Anderson Ave, Ste 225
Manhattan, KS 66502
PH: 785-532-5717 or **FAX** to 785-532-7732.