

**CONTRACT FOR GUEST SPEAKER
VIRTUAL PROGRAM**

Name of Speaker: _____
Agent/Agency (if any): _____
Address: _____ City, State & Zip: _____
Telephone: _____ Fax: _____
Speaker SSN/Tax ID: _____
University Club or Organization: _____

This Agreement is entered into between the University of Notre Dame du Lac (“the University”), an Indiana not-for-profit corporation, and the Speaker named above.

1. **SERVICES:** The Speaker shall perform the services described below:

GUEST SPEAKER Topic/Speech Title: _____
Event Date: _____
Virtual platform: _____ Start Time: _____ (ET) End Time: _____ (ET)
Speech Length: _____ Q&A length: _____ (leave blank if no Q&A)

Speaker agrees to complete a fifteen (15) minute technology and connection check in advance of the scheduled event. Said check is scheduled for [DATE] _____ and [TIME] _____.

The University agrees to provide the following additional items under this Agreement:

2. **COMPENSATION:** The University will pay Speaker a lump sum amount not to exceed \$ _____.

3. **TERMS OF PAYMENT:** Speaker must complete and return the attached Exhibit A: Payment Form, in order for payment to be processed by the University. University shall provide payment to Speaker within 30 days of the receipt of this signed Agreement and the Payment Form, and the completion of the speaking agreement.

4. **INDEMNIFICATION AND HOLD HARMLESS AGREEMENT.** Speaker shall defend, indemnify, and hold harmless the University, its Board of Trustees, officers, and employees from and against any and all loss, expense, damage, claim, demand, judgment, fine, charge, lien, liability, action, cause of action or proceedings of any kind whatsoever (whether arising on account of damage to or loss of property, or personal injury, illness, emotional distress, or death) arising directly or indirectly in connection with the performance or activities of the Speaker hereunder, whether the same arises before or after completion of or expiration of this Agreement, except for damage, loss, or injury resulting from the University’s sole negligence or willful misconduct.

5. **PHOTOGRAPHY/RECORDING.** I understand that the University may wish to photograph or otherwise capture permanently my image, likeness, words, verbal expressions, other depiction, and/or recordings during this event. I irrevocably grant permission for the University to take such photographs and/or videos to be used by the University worldwide for its own uses and in any medium, including print and electronic. I understand that the University may use the Images with or without associating names to them. I also waive any claim for any kind of compensation for the University’s use or publication of the Images. The University may use the recording of the event in its entirety for educational purposes and/or for viewing by the University community for _____ days following the event.

6. **TERMINATION.** This contract may be terminated at no cost to either party upon _____ days advance written notice.

7. **SIGNATURE AUTHORITY.** Agreements signed by a student or individual without appropriate signature authority from the University are voidable at the sole discretion of the University.

8. **OTHER.** The Speaker is an independent contractor and will pay all applicable state, local and federal taxes associated with this agreement. This Agreement is the complete and exclusive understanding of the parties, and may only be modified in writing with the agreement of both parties. Time is of the essence in this agreement. This Agreement shall be governed by the laws of the state of Indiana. Any dispute arising hereunder shall be resolved exclusively in the courts of the state of Indiana located in St. Joseph County, Indiana

THE UNIVERSITY OF NOTRE DAME du LAC

SPEAKER

By: _____
M. Brian Coughlin
Associate Vice President for Student Development

By: _____
(Signature)

Name: _____

Date: _____

Date: _____