**UNIVERSITY OF NORTHERN IOWA**

**SPEAKER/PRESENTER AGREEMENT**

This AGREEMENT for Professional Services (hereinafter “Agreement”) is made **Today’s Date**, by and between the University of Northern Iowa, an agency of the state of Iowa, hereinafter referred to as “University” and **Speaker/Presenter name**, an independent contractor, hereinafter referred to as “Guest”.

It is mutually agreed between University and Guest as follows:

1. Term of Agreement

This Agreement is effective for services provided on **Date of Event** at **Time of Event** at **Location**.

1. Scope of Work

Guest agrees to provide the following Presentation/Speech (hereinafter “Services”):

**Presentation/Speech topic & any other expected activities of Guest**

Guest will determine the method and means of performing the Services. University will not exercise any control over or supervise Guest’s employees or agents in the performance of the Services. Nothing in this Agreement shall be construed as establishing any employment or joint employment relationship between University and Guest or its employees or agents. Guest shall supply all materials, equipment, and supplies required to perform the Services.

1. Fees and Payment

University agrees to pay Guest $**Total Fees** for the Services upon completion of the Services.

A. No payments can be processed unless a completed UNI Supplier form is completed by Guest and properly filed at the University.

B. The University prefers the Guest compensation to be inclusive of all services and travel.

**Expenses**: University can reimburse Guest, or pay directly, for certain travel-related expenses, subject to Guest’s compliance with University policies including Travel Guidelines (https://obo.uni.edu/accounts-payable/travel-guidelines). University shall pay or reimburse Guest only for expenses that are pre-approved by University in writing and that are substantiated with itemized receipts submitted within sixty (60) days from the date the expense was incurred.

1. [ ] Compensation stated above is all inclusive. This is UNI’s preferred method of payment.
2. [ ]  UNI agrees to pay travel expenses on behalf of the Guest to a maximum amount of **Max Dollar Amount**
3. Confidentiality

Guest agrees to keep confidential and not to disclose to third parties any information provided by University pursuant to this Agreement without University’s prior written consent. In the event that Guest is compelled by law, court order, or subpoena to produce such information, Guest shall provide written notice to University at least five business days prior to producing such information. This provision shall survive expiration or termination of this Agreement.

1. Compliance with Laws & Regulations

Guest agrees as a condition of University’s duty to perform under terms of this Agreement, to comply with all applicable federal, state, and local laws and regulations. Guest and Guest’s personnel must comply with all applicable University policies while on University campus or while performing Services for University under this Agreement.

1. Indemnification

Guest agrees to jointly and severally indemnify, defend, and hold harmless the University of Northern Iowa, the Board of Regents of the State of Iowa, the State of Iowa, and their employees and agents from and against all liability, loss, damage, or expense, including attorney’s fees, which may be incurred or sustained by reason of the failure of Guest to fully perform and comply with the terms and obligations of this Agreement or from the intentional, reckless or negligent acts or omissions by Guest or its employees and agents.

1. Miscellaneous Provisions
	1. This Agreement shall inure to the benefit of and be binding upon the successors of Guest and University. Neither this Agreement nor any of the duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
	2. Any notices to be provided under this Agreement may be affected either by personal delivery or by registered mail to the addresses stated below.
	3. This Agreement shall be construed in accordance with the laws of the State of Iowa. Any dispute regarding the terms of this Agreement or claims arising out of its execution or performance shall be resolved in a court of law in the State of Iowa. Guest consents to the personal jurisdiction of the state and federal courts located in the State of Iowa.
	4. This Agreement contains the entire contract between the parties and supersedes any and all other agreements, either oral or written, between the parties with respect to the performance of Services by Guest for University. Each party acknowledges that no representations or promises not contained in this Agreement shall be valid or binding and that neither party has relied on any such representations or promises in entering into this Agreement. Modifications to the Agreement must be done in writing and requires authorization from the Guest and University to be effective.
	5. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless remain in full force and effect.

Agreement executed and effective as of the above date by:

**The University of Northern Iowa**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**University of Northern Iowa**

Business Operations (Required for agreements over $10,000)

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Guest**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_