



Linda Woodward Geiger

Certified Genealogist<sup>SM</sup>  
Certified Genealogical Lecturer<sup>SM</sup>

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## LETTER OF AGREEMENT

On this day, \_\_\_\_\_, the \_\_\_\_\_ (hereinafter called the Society) and **Linda Woodward Geiger** (hereinafter called the Speaker) do agree that the Speaker will present educational lectures at the Society's seminar to be held at \_\_\_\_\_ on \_\_\_\_\_. The following terms shall apply.

**CONTENT OF PROGRAM:** The Speaker will provide a total of \_\_\_\_\_ one-hour lectures on topics selected by the Society, from a list provided by the speaker, with the understanding that the Speaker will have final approval of the combination of topics selected. Agreement over the topics should be reached as promptly as possible after the execution of this contract.

**LECTURE ENHANCEMENTS:** The Speaker agrees to provide

- syllabus material (selected bibliographies, maps, glossaries, or other material as applicable) for each lecture. The Speaker will provide camera-ready masters for each set of lecture materials and shall submit these by \_\_\_\_\_ and a "One-Time Permission to Reprint Copyrighted Material" form.
- Unless otherwise stated the speaker will provide and use a digital projector for her presentations.

**EQUIPMENT:** The Society agrees to supply the equipment listed below, to be set up in working order

- projection screen
- an extension cord(s) for two electrical outlets and table suitable for placement of digital project and computer
- lectern or high stand
- lapel microphone (may be optional depending on size of group)

**FACILITIES:** The Society shall be responsible for preparing the meeting site. Specific room assignments per lecture will be determined by Society dependent upon pre-registrations. Seating arrangements should insure that no attendees have their backs to the speaker or to the screen upon which visual aids are projected. Lighting should permit comfortable viewing of visual aids without excessive darkness or screen washout.

**RECORDING:** Taping by the Society and/or individuals is only authorized if the Genealogical Coordinating Committee Guidelines (copy provided) are followed. If the GCCG cannot be followed, then participants will be informed that no audio or video tape recording is permitted.

**PUBLICITY:** The Speaker agrees to provide the Society with a professional and personal biography and a brief description of each lecture.

**LECTURE FEES:** The Society agrees to pay the Speaker an honorarium of \$ \_\_\_\_\_ at the conference (please see accompanying "Statement of Speaking Conditions and Fees.")

**TRAVEL EXPENSES:** The Society agrees to furnish costs of

- 1) airline tickets for round-trip travel by air (coach class, advance purchase with Saturday stay), and costs of transportation to and from the airport, or
- 2) mileage, if driving, at the current government rate per mile

**PERSONAL ACCOMMODATIONS:** The Society agrees to provide the Speaker with hotel non-smoking accommodations for \_\_\_\_\_ nights and reimbursement for meals (or \$30 per day). Please note that presentation of an all day seminar requires two nights of lodging accommodations.

**CANCELLATION CLAUSE:** This agreement may be canceled if (1) a natural or public disaster should render the program unfeasible; or (2) serious illness or family death should incapacitate the Speaker. If a natural or public disaster requires cancellation, the Society shall not be responsible for the Speaker's fee but should reimburse the Speaker for any sums already expended for non-refundable airfare. In the event that the Speaker should be unable to fulfill her obligations, she will not expect reimbursement from the Society for any advance sums already expended.

**AGREED TO AND AMONG:**

\_\_\_\_\_  
*Authorized Society Member*

\_\_\_\_\_  
*Speaker*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

Please mail this form to Vitaline, Inc.

[Signature of Society Member denotes acceptance of conditions.]