

## **Kim James**

### **SPEAKERS' AGREEMENT**

Kim James CD(DONA), CD(PALS), ICCE, LCCE, BDT(DONA) designs and presents workshops for childbirth educators and doulas. The primary purpose of these workshops is to present up-to-date and relevant information, skills and tools to childbirth educators and/or doulas for *practical application of that information, or those tools and skills, in a teaching context or labor support role.*

A typical half-day workshop is scheduled from 9am – 12:30 pm consisting of one topic and one 30 minute break. A typical full-day workshop is scheduled from 9am -4:30 consisting of two topics and/or a panel discussion, a one hour lunch and two 30 minute breaks.

#### ***RESPONSIBILITIES OF HOST ORGANIZATION***

The workshop host or organizing committee is responsible for

- A written and signed Memorandum of Agreement (below) confirming the details of the responsibilities of Kim James as the Speaker and the hosting organization, sent once the date is confirmed
- Consulting with the Speaker on topics for the workshop at least six months in advance
- Finding and securing a site where the workshop will be held
- Arranging for rental and/or set-up of audio-visual equipment
- Making the Speaker's handouts available to participants
- Preparing and managing all marketing to publicize the workshop
- Handling registration of participants
- Finding and securing hotel accommodations for speaker the night before and night after the conference
- Reimbursing Speaker for air and/or ground transportation, meals, and other expenses directly related to their appearance at the conference (receipts provided)
- Anything else that will ensure that the conference will run smoothly

#### ***RESPONSIBILITIES OF SPEAKER***

The Speaker is responsible for the following:

- Applying for continuing education credits from DONA International
- An outline of the presentation, sent at least three months in advance of the conference
- Curriculum vitae to include Speaker's name, address, education, current positions, past work experience and previous publications/educational presentation as it relates to this offering, sent at least three months in advance of the conference
- Master copies of the handouts, sent at least one month in advance of the conference
- Descriptions of Speaker and topics for use in the brochure or other publicity materials
- Receipts for all travel, meals, and other expenses incurred during the conference
- An itinerary of Speaker's travel arrangements

#### ***TRAVEL, ACCOMMODATIONS, AND MEALS***

##### **AIRFARE & GROUND TRANSPORTATION:**

The workshop host or organizing committee agrees to reimburse Speaker for coach class airfare from Seattle-Tacoma (Sea-Tac) Airport to the city where the workshop takes place. The workshop host or organizing committee will reimburse for round-trip travel via taxi or shuttle from the airport to hotel.

HOTEL:

The workshop host or organizing committee will arrange for Speaker hotel accommodations that will be convenient to the workshop site, clean and comfortable, and in a non-smoking room unless otherwise requested.

**MEMORANDUM OF AGREEMENT**

Between **Kim James**, speaker, and \_\_\_\_\_ sponsor, for a **workshop** to be held on \_\_\_\_\_ in \_\_\_\_\_.

The workshop host or organizing committee agrees to reimburse Kim James the following amounts:

- \$\_\_\_\_\_ for Kim James’s participation in a half-day or full -day conference
- Any expenses incurred by Kim James for travel and accommodations

\_\_\_\_\_ (Name of workshop host or chair of the organizing committee) has read the list of “Responsibilities of Workshop Organizer(s)” above and agrees to adhere to the responsibilities listed. Kim James agrees to adhere to the “Responsibilities of Speaker” listed above.

Cancellations:

If the sponsor cancels the conference for any reason, or if the conference is canceled due to inclement weather or some other unforeseen occurrence, the workshop host or organizing committee agrees to reimburse Kim James for any out-of-pocket expenses that have already been incurred, such as airfare.

If Kim James is unable to make scheduled presentations due to illness or other personal matters, Kim James agrees to absorb any out-of-pocket expenses that have already been incurred, including airfare, and workshop host or organizing committee agrees to absorb any expenses already incurred by the sponsor.

I have read all of the above and agree to the terms set forth:

\_\_\_\_\_  
Kim James, Speaker

\_\_\_\_\_  
[Workshop Host]

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date