This Agreement dated \_\_\_\_\_\_\_\_\_\_\_\_\_ 201\_, (the “Agreement”) contains the terms and conditions by and between Roanoke College, a private liberal arts institute of higher learning, located in Salem, Virginia (the “College”), and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Presenter”) with respect to the following lecture, performance or presentation (the “Presentation”), on the Roanoke College campus.

1. On \_\_\_\_\_\_\_\_\_\_, 201\_, Presenter will deliver the Presentation entitled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_ .m to \_\_\_\_\_\_\_\_\_.m at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or an alternate location to be determined by the College.
2. The College will pay Presenter a speaker’s fee (the “Speaker’s Fee) in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ($\_\_\_\_\_\_\_) upon completion of the Presentation. Upon prompt submission by Presenter of receipts and invoices, the College will reimburse Presenter for reasonable transportation expenses to and from the College, including a mileage reimbursement allowance of 45 cents per mile for use of Presenter’s personal vehicle, payment of reasonable rental car charges, coach class airfare from/to an airport serving the Roanoke Valley, related ground transportation transfers, meals and accommodations from \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 201\_. No first class airfare charges will be reimbursed unless specifically authorized in writing in advance by the College.
3. The College agrees to provide Presenter the following during the Event: meals, lodging, and use of College technology for the Presentation.
4. Presenter agrees to provide the College with promotional information about the Presentation at least 21 days before the date of the Presentation.
5. Because the Presentation is for the benefit of Roanoke College’s students, faculty, staff and larger community, cancellation of the Presentation is discouraged. Cancellations due to illness of a presenter or other circumstances beyond the reasonable control of the College or the Presenter will be rescheduled if possible, on the same terms and conditions contained in this Agreement, unless otherwise agreed by the College and the Presenter.
6. The College will promote the Presentation through its public relations channels, including photography and video, in order to enhance the academic mission of the College. The College will share all promotional materials with the Presenter.
7. College events are open to the public, unless otherwise noted. Media are welcome to attend College public events.  Requests for interviews by media of Presenter will be coordinated by the Roanoke College Public Relations Office.
8. Presenter grants permission for the College to record the Presentation by any medium or form. The Presenter hereby grants the College a limited, free, non-exclusive and perpetual license to use the recording to enhance the College’s academic mission, and not for commercial purposes.
9. Presenter agrees that the views and opinions expressed before, during and after the Presentation represent Presenter’s personal views and opinions. The College is in no way to be considered having endorsed the Presenter or Presenter’s personal views and opinions.
10. Presenter agrees that Presenter is an independent contractor and will receive no benefits provided by the College other than the Speaker’s fee.
11. Presenter agrees that Presenter is responsible for paying all federal, state, social security and any other taxes when due for income Presenter receives from this Agreement. The College will not withhold any amounts for such taxes on Presenter’s behalf.
12. Presenter agrees that the College is not and will not provide Presenter with any insurance (including vehicle, health, workers’ compensation, accident, life, and liability insurance) during the period of this Agreement. All services performed by Presenter under this Agreement are at Presenter’s own risk.
13. Presenter agrees that this Agreement represents the entire understanding and agreement between the parties. This Agreement will be governed by the laws of the Commonwealth of Virginia. In the event of a dispute related to this Agreement, Presenter and the College mutually agree to submit the dispute to mediation before any litigation is commenced. In the event the parties are unable to resolve the dispute by mediation, the parties mutually agree to submit for resolution any and all disputes to the United States District Court for the Western District of Virginia, sitting in Roanoke, Virginia, and the Circuit Court of the City of Salem, Virginia.
14. For the purposes of this Agreement, electronic signatures are deemed originals for all purposes.

PRESENTER:

I agree to the terms and conditions of this Agreement:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ROANOKE COLLEGE:

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_