[DATE]

[NAME]

[ADDRESS]

Re: Agreement to develop and present an educational webinar as part of the [PROJECT TITLE] initiative

Dear [NAME],

[ORGANIZATION NAME] is pleased to offer you an agreement to develop and present a webinar on the topic of [TOPIC] as part of the [PROJECT TITLE] initiative. [BRIEF PROJECT DESCRIPTION].

**Term of Agreement**

The initial term of this agreement shall commence on [TERM START DATE]. CLIR expects that all work covered by this agreement, unless otherwise modified by both parties, will be completed by [DATE OF WEBINAR].

**Scope of Work**

With the support of [SUPPORT TEAM NAMES], you will develop and present a [NUMBER OF MINUTES]-minute webinar on [TOPIC]. This webinar will be broadcast live via [WEBINAR PLATFORM] to an anticipated audience of around [NUMBER OF PARTICIPANTS] individuals. [INFORMATION ABOUT WEBINAR REGISTRATION PROCESS, DISTRIBUTION OF RECORDINGS]. A recording of the session will be made available for a period of not less than [NUMBER OF YEARS] years thereafter via [WEBSITE].

In developing your presentation, [ORGANIZATION NAME] encourages you to consider including participatory activities to engage attendees in your session. Activities might include, but are not limited to: {adjust list below to suit the topic and platform}

* a Q&A portion,
* hosting a breakout session so attendees can chat in small groups,
* providing a whiteboard for participants to contribute thoughts and ideas, or
* creating and issuing polls during the presentation.

[ADDITIONAL INFORMATION ABOUT INITIATIVE, AS NEEDED]

Timeline {adjust timeline below as needed}

* [DATE THREE MONTHS BEFORE WEBINAR]: You will participate in an online conversation via [PLATFORM] with [NAMES OF PARTICIPATING SUPPORT STAFF]. The purpose of this conversation is to introduce you to the background for the initiative, to provide a quick tour of the environment you will have for your presentation, and to offer some best practices for your contributions.
* [DATE ONE MONTH PRIOR TO WEBINAR]: Draft presentation due to [NAME OF PROJECT COORDINATOR] at [EMAIL ADDRESS OF PROJECT COORDINATOR].
* [ONE WEEK PRIOR TO WEBINAR DATE]: Practice session in [PLATFORM], to check your system capabilities, presentation, and audio technology.
* [DATE BEFORE WEBINAR]: Final presentation due to [NAME OF PROJECT COORDINATOR] at [EMAIL ADDRESS OF PROJECT COORDINATOR].
* [WEBINAR DATE]: Webinar presentation.

**Rights Statement**

{adjust as needed} By acceptance of this agreement, you hereby grant [ORGANIZATION NAME] a nonexclusive, royalty-free, worldwide, perpetual, irrevocable license to distribute the content you develop for the webinar in print and digital form. You will also retain the rights to your work under this agreement, under a Creative Commons “Attribution-ShareAlike” license.[[1]](#footnote-1)

If you would like to use any third-party content in your presentation, [ORGANIZATION NAME] will work with you as needed to ensure that explicit permissions and/or any necessary licenses or fees for third-party content are obtained prior to use, insuring that the project will not infringe on third-party rights. Please advise [ORGANIZATION NAME] of any such needs as soon as possible, and in no case later than the time of your draft presentation due date as noted in the timeline above, as it can take weeks or months to secure rights.

**Fee Schedule**

[ORGANIZATION NAME] will pay you [AMOUNT] for your contribution to the series following your presentation. Payment will be made within [NUMBER OF DAYS] days upon receipt of your invoice. Invoices may be submitted electronically to [NAME OF PROJECT ADMINISTRATOR] at [EMAIL ADDRESS OF PROJECT ADMINISTRATOR].

**Contract Dissolution**

[ORGANIZATION NAME] reserves the right to dissolve this contract at any time, for any reason, upon written notice.

**Contact Information**

[NAME OF PROJECT COORDINATOR], the project coordinator, will be your programmatic contract and can be reached at [EMAIL ADDRESS OF PROJECT COORDINATOR].

[NAME OF PROJECT ADMINISTRATOR] will be your administrative contact at [ORGANIZATION NAME], and can be reached at [EMAIL ADDRESS OF PROJECT ADMINISTRATOR] for questions pertaining to the contract or payment.

If you agree to the terms and conditions outlined in this contract, please sign this letter and return it electronically to [NAME OF PROJECT ADMINISTRATOR]. We are very pleased to work with you on this important project.

Sincerely,

[NAME AND TITLE OF ORGANIZATION HEAD]

1. See <https://creativecommons.org/licenses/by-sa/4.0/>. [↑](#footnote-ref-1)