

Speaker - Letter of Agreement

The Great Plains RC&D requests a presentation "Women In Agriculture and Small Business" conference on October 21, 2003 as follows:

Speaker: Mr. Charles Rainbolt
Time of Presentation(s): 10:00 AM
Topic(s): Small Business Start-up: Funding and Financing

The Great Plains RC&D will provide the following if requested by speaker prior to deadline:

- Conference Registration (provided with the return of this letter)
- Hotel Room (if needed and the RC&D is advised by July 1, 2003)
- Travel reimbursement if needed: please advise with the return of this agreement that speaker will request their travel be reimbursed. Final reimbursement requests are due no later than October 31, 2003. Travel reimbursements shall include mileage if appropriate, business class airfare if speaker is from outside of Oklahoma, and airport parking if necessary. Meals are provided at the conference.
- Audio Visual Equipment as needed if RC&D is advised by July 1, 2003
- Copies of presentation materials for workshop attendees if provided to RC&D by August 1, 2003

The Speaker agrees to the following:

- Speaker will make the presentation(s) as noted above.
- The speaker will advise RC&D of their needs by deadlines noted.
- The speaker will **provide a copy of their bio** for promotional materials and introductions with the signing and return of this agreement.
- The speaker will **provide an outline of their presentation** for conference attendee packets by June 1, 2003 and an original copy of workshop participant packets by August 1, 2003 if RC&D is making the copies.
- The speaker will make their travel arrangements unless otherwise requested by June 15, 2003.

The above is agreed to by the following:

Speaker Signature: _____ Date: _____

Speaker address: _____

Speaker telephone: _____ Fax: _____

Speaker Email: _____ Website: _____

RC&D Representative: _____ Date: _____

The Great Plains RC&D thanks you for agreeing to speak and looks forward to your participation in the conference.

Great Plains Resource Conservation and Development Association

“Women In Agriculture and Small Business”

October 21, 2003

Speaker Profile

Speaker Name: _____

Speaker Travel Schedule: _____

Will you need a ride form or to the airport in Oklahoma City? _____

Speaker Audio Visual needs: _____

Will you need a hotel room (available Monday night)? _____

Anticipated travel expenses that will need reimbursement: _____

Special requests: _____

Biography (you may email this information or send a copy of something you already have):

Presentation outline (please email or send this information along with any handout information):

Additional Comments: _____
