

## Advent Management International, Ltd.

### Speaking Engagement Confirmation, Agreement and Set-Up Checklist

This confirms your agreement with Advent for the below-named program and associated services, and details facility and program activities vital to your, and our, success. Please review completely and acknowledge your agreement in the space provided. Thank you for your confidence in Advent.

<b>CLIENT:</b>	Authorizing Executive:
Invoice Address:	City/State/Zip:
	Mailing List <input type="checkbox"/>
Invoice to the attention of:	Contact (if other):
Phone:                      Ext.:	Fax:
Cell Phone:	Home Phone:
Email:	

#### **PRE-PROGRAM PREPARATION:**

Client Materials To Be Provided:	Executives/Staff To Be Interviewed Before Presentation:
<b>Program</b> Requires Pre-Presentation Visit: <input type="checkbox"/>	
Client Expectation(s) Communicated:	
1.	
2.	
3.	

#### **PRESENTATION:**

Program Title:	Seminar/Speech Schedule and/or Outline (attached): <input type="checkbox"/>
Program Dates:	Times:

#### **LOCATION:**

Hotel/Facility Name:	Phone Number:
Address:	City/State/Zip:
Contact Person:	Phone:
Contact Direct Mail Drop:	

Room Name:	Floor Plan (if available) or dimensions and door locations
Ceiling Height:	Expected Group Size: (Group size limits, if any):
Certificates: <input type="checkbox"/> CEUs: <input type="checkbox"/> Nametags/Table Tents: <input type="checkbox"/>	

### PROFESSIONAL FEES

Amount: \$	Travel Expenses: \$
Materials & Handouts \$ _____ per participant	Sale of Advent Materials Permitted: <input type="checkbox"/>

### Terms:

Initial deposits are non-refundable but may be applied to the purchase of any Advent services or materials for a period of one year from the initial date of deposit. Speeches and training programs require a deposit of fifty (50%) percent of the agreed fee, payable with the executed contract. Balance of fee due is payable 15 working days prior to the date of the presentation or the first day of training. For services rendered under this agreement, the Client will pay Advent, upon presentation of our invoice reasonable travel expenses as may be needed in the completion of this assignment. Such expenses are to be identified in advance and billed at cost. Air travel and hotel room expenses, where possible, to be paid directly by the client. Advent does not under normal circumstances bill administrative costs (copies, secretarial, phone, fax, etc.) separately. They are incorporated into our overall pricing.

### Cancellation Policy:

Client recognizes that professional services are saleable assets and that speeches, presentations and training programs require significant advance scheduling and preparation, as well as the preparation of custom materials. Client will not, therefore, change or cancel scheduled seminar dates less than two (2) weeks, in advance. Any such cancellation will be subject to forfeiture of all fees paid to that date, plus costs for the production of custom materials. Cancellation fee will be reduced to twenty (20%) of fees paid, plus production costs, as noted above, if the speaker/trainer can be rescheduled with another client for the same time period.

### Disputes:

Disputes under this agreement will be resolved **at Advent's sole discretion, according to the laws of Pennsylvania either in the Court of Common Pleas of Chester County, or**, before a single arbitrator pursuant to the rules of the American Arbitration Association, in Philadelphia, PA. Any award pursuant to such arbitration shall be accompanied by a written opinion of the arbitrator giving the reasons for the award. Said Association shall make selection of the arbitrator. Each party shall pay its own expenses of arbitration and the expenses of the arbitrator shall be equally shared. Nothing herein set forth shall prevent the parties from settling any dispute by mutual consent at any time.

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**PRE-PROGRAM EXERCISE (IF ANY):**

Details:	
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**POST-SESSION WRAP-UP WITH CLIENT EXECUTIVES**

Date:	Time:
Location:	Phone <input type="checkbox"/> In-Person <input type="checkbox"/>

**SPEAKER/TRAINER INFORMATION**

Speakers/Trainers:	Provide Photo? <input type="checkbox"/>
Speaker Bio attached:	Sample Speaker Introduction Attached: <input type="checkbox"/>
Speaker to be introduced by:	Meal or meal adjacency? <input type="checkbox"/>

**ROOM SET-UP (SEE ATTACHED DIAGRAM SHEET)**

<input type="checkbox"/> Rounds (banquet)	<input type="checkbox"/> Classroom
<input type="checkbox"/> Open-U	<input type="checkbox"/> Chevron
<input type="checkbox"/> Theater	<input type="checkbox"/> Roundtable
<input type="checkbox"/> Other: (specify):	

**AUDIO VISUAL & SUPPORT REQUIREMENTS**

<input type="checkbox"/> Pointer	<input type="checkbox"/> Lavalier microphone
<input type="checkbox"/> Hand-held mike	<input type="checkbox"/> Rear-screen projection (disk to be provided--requires 5 min. rehearsal)
<input type="checkbox"/> Roving remote control	<input type="checkbox"/> <b>LCD</b> Projector (specify at least 850 lumens)
<input type="checkbox"/> Computer interface	<input type="checkbox"/> Screen
<input type="checkbox"/> VCR/TV-Carousel w/remote control	<input type="checkbox"/> Flip chart/Easel/Markers
<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Other (specify):

**OTHER STAGE PROPS**

<input type="checkbox"/> Bar Stool	<input type="checkbox"/> Floor Riser
<input type="checkbox"/> Podium/Lectern (table, standing)	<input type="checkbox"/> Extra tables (Insert in diagram, attached, where indicated)
<input type="checkbox"/> Other (specify):	<input type="checkbox"/> Projector (specify at least 850 lumens)

**ROOM SETUP (SPEAKER REQUIREMENTS) TO BE COMPLETED 1/2 HOUR BEFORE SESSION**

Instructions:	
<b>SPECIAL INSTRUCTIONS (IF ANY)</b>	
Instructions:	

Approximately one week prior to each program date, program materials if any, will be shipped via UPS. Please ensure that these materials are placed in the room 1 hour (6 a.m. for breakfast speeches or daytime seminars) before the program start time. This is vital to our program success.

Advent and/or John Reddish retain copyrights to all materials presented. Client and/or Advent may audio and/or videotape any presentation, provided a copy of any such recording is provided to the other. Client use of such recordings is limited to internal circulation only. Advent, providing any confidential Client information is edited from the recording, is free to market and re-market the recording as it deems appropriate. Client may, for an additional fee to be determined, negotiate participation in partial copyright ownership for the version of the presentation contracted for, only.

Upon satisfactory completion of this program, Client agrees to make three (3) speaking/training referrals for Advent from among its industry and/or trade association contacts. Copies to be provided to Advent for follow-up within sixty (60) days of the presentation.

If you are in agreement with the above-mentioned terms, please sign and return both copies of this proposal. A fully executed copy will be sent to you by return mail. We look forward to working together.

Client:

Confirmed and Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Signature

**The above terms and conditions represent the whole agreement between the parties. No modification or addition of this agreement shall be effective unless reduced to writing and signed by both parties.**

**For information on other Advent services, please call 1.800.726.7985**

Adv/docs/train/semchk2/R11/0111