# *MLA-DLA 2017 Conference*

Outside Presenter Agreement Form (***Not for MD or DE Librarians***)

**DUE October 28, 2016**

This agreement is made and executed by and between the Maryland Library Association (MLA) and the Presenter/Speaker who will participate in the MLA–DLA Conference to be held May 10, 11 and 12, 2017 in Cambridge, Maryland

**TITLECODE**:_____

_____ agrees to serve as a presenter/speaker at

The following program: _____
(TITLE OF PROGRAM)

Date/day to be held: ☐ Wednesday – Preconference ☐ Thursday ☐ Friday – Regular Session

MLA agrees to reimburse the speaker for the following, at the conclusion of the program:

**Honorarium** $ _____
Approved by Conference Director: yes_____ no_____

**Transportation:**

Mileage reimbursement (.50/mi. for travel by car)$ _____
Airfare/Train * $ _____
Other * $ _____

* Receipt must be provided for reimbursement other than self-driving

**Lodging and 1 Meal: <u>One night</u>** at the Hyatt Regency Chesapeake Bay Resort Hotel (additional night with conference director approval)

**MLA reserves the right to cancel the above described program with no remuneration due to low enrollment. Said cancellation to be made no later than April 15, 2017.**

____**Yes** ____**No This contract includes the right for the Maryland Library and Delaware Library Associations to copy and distribute, without additional compensation, enough copies of your material, whether copyrighted or not, to meet the objectives of the program for which such materials are furnished. This agreement also allows for the right to take still photographs during your presentation that can be reprinted in print or electronic form. This contract does not allow for videotaping of any presentation unless otherwise stated in an agreement separate from this contract.**

Approved by:_____ _____
(SIGNATURE OF PRESENTER) (DATE)

_____
(PRESENTER'S MAILING ADDRESS)

_____
(PRESENTER'S SOCIAL SECURITY NUMBER— **if honorarium is over $700)**

_____
(SIGNATURE OF MLA or DLA PROGRAM LIAISON) (DATE)

_____
(SIGNATURE OF MLA EXECUTIVE DIRECTOR) (DATE)

**DLA**: Submit to the DLA Conference Committee (c/o Cathay Keough) dla@lib.de.us and/or Michelle Hughes, DLA Conference Chair (michelle@hughes@lib.de.us ), Delaware Division of Libraries,121 Martin Luther King Jr. Blvd. North, Dover, DE 19901 or 302-739-8436 (fax)

All others: Submit to the MLA Office mla@mdlib.org or 410-947-5089 (fax)