



**MLA-DLA 2019 Conference**  
**Internal Presenter Agreement Form**  
*(Use for conference presenters who are from MD or DE)*



**Due October 19, 2018**

TITLE CODE: \_\_\_\_\_

This agreement is made and executed by and between the Delaware Library Association (DLA), Maryland Library Association (MLA), and the Presenter who will participate in the MLA-DLA Conference to be held in Cambridge, Maryland on May 1, 2 and 3, 2019.

\_\_\_\_\_ agrees to serve as a presenter/speaker for the following program: \_\_\_\_\_

(TITLE OF PROGRAM)

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

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

1. **Transportation:** Mileage Reimbursement (Mileage will be reimbursed ***ONLY if presenter is attending solely for the purpose of presenting a program and will not be attending the conference.***)
  - i. .50 mi. for travel by car      Miles: \_\_\_\_\_      \$ \_\_\_\_\_
2. **1 Meal**

*This contract includes the right for the Delaware Library Association and Maryland Library Association 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.*      I agree \_\_\_\_ I do not agree \_\_\_\_

*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.*      I agree \_\_\_\_ I do not agree \_\_\_\_

Approved by:

\_\_\_\_\_  
 (SIGNATURE OF PRESENTER)      (DATE)

\_\_\_\_\_  
 (PRESENTER'S MAILING ADDRESS)

\_\_\_\_\_  
 (SIGNATURE OF MLA or DLA PROGRAM PLANNER)      (DATE)

\_\_\_\_\_  
 (SIGNATURE OF DLA EXECUTIVE DIRECTOR, IF APPLICABLE)      (DATE)

\_\_\_\_\_  
 (SIGNATURE OF MLA EXECUTIVE DIRECTOR, IF APPLICABLE)      (DATE)

**SUBMIT TO THE DLA OFFICE**  
 Email: [dla@lib.de.us](mailto:dla@lib.de.us) or Fax: 302-739-1732  
 121 Martin Luther King Jr. Blvd. N., Dover, DE 19901  
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