



**MLA-DLA 2020 Conference**  
**Internal Presenter Agreement Form**  
*(For MD or DE Librarians presenting at Conference)*



**DUE OCTOBER 25, 2019**

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

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 6, 7, and 8, 2020 in Cambridge, Maryland.

\_\_\_\_\_ agrees to serve as a presenter/speaker at

the following program: \_\_\_\_\_

(TITLE OF PROGRAM)

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

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

- **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.**)

.58 mi. for travel by car      Miles: \_\_\_\_\_      \$ \_\_\_\_\_

- **1 Meal**
- *Mileage and meal are not included* if presenting a short (10-15 minute) presentation and not attending the conference.

***This contract includes the right for the 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. 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 LIAISON) (DATE)

\_\_\_\_\_  
(SIGNATURE OF MLA EXECUTIVE DIRECTOR) (DATE)

**SUBMIT TO:**

[catherine.wimberley@newcastlede.gov](mailto:catherine.wimberley@newcastlede.gov) and [sekatz@udel.edu](mailto:sekatz@udel.edu)