**SAMPLE SPEAKER CONTRACT TEMPLATE**

[Conference Name]

[Speaker Name]

Agreement made on [Date] between [Conference Organizer Name] (hereafter referred to as "Organizer") and [Speaker Name] (hereafter referred to as "Speaker").

**Scope of Work**

Speaker agrees to provide a presentation titled [Presentation Title] (hereafter referred to as "Presentation") at the [Conference Name] (hereafter referred to as "Conference") on [Presentation Date and Time]. Speaker agrees to arrive at the Conference venue at least [Number of Hours] hours before the Presentation to set up equipment and meet with the Organizer.

**Compensation**

Speaker shall be paid a fee of [Fee Amount] for the Presentation, which includes [travel expenses, accommodations, etc.] Payment shall be made to Speaker [Number of Days/Weeks] prior to the Conference. If the Presentation is canceled due to circumstances beyond the Speaker's control, Speaker shall be entitled to retain the fee paid by Organizer.

**Travel**

Organizer agrees to provide Speaker with round-trip transportation to the Conference venue, which may include airfare, train fare, or other appropriate transportation. Organizer shall also provide accommodations for Speaker at a hotel near the Conference venue for [Number of Nights] nights. Any additional expenses incurred by Speaker during travel, including but not limited to meals, taxi fare, and baggage fees, shall be reimbursed by Organizer.

**Intellectual Property**

Speaker warrants that the Presentation and all materials provided by Speaker for use in the Presentation do not infringe on the intellectual property rights of any third party. Speaker grants Organizer a non-exclusive license to use, reproduce, and distribute the Presentation and related materials for promotional and educational purposes related to the Conference.

**Indemnification**

Speaker agrees to indemnify and hold harmless Organizer, its officers, employees, and agents, from and against all claims, damages, or expenses, including reasonable attorney's fees, arising from, or relating to Speaker's performance under this Agreement.

**Termination**

Either party may terminate this Agreement for any reason upon [Number of Days/Weeks] prior written notice to the other party.

**Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the state/province of [State/Province] without regard to its conflicts of law provisions.

**Entire Agreement**

This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements and understandings, whether written or oral, relating to the subject matter of this Agreement.

**Signatures**

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. This Agreement may be executed by electronic signature. By signing below, the parties agree to the terms of this Agreement.

**Organizer Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Speaker Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_