

**Guest Speaker Limited Rights  
University of Pittsburgh**

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

This letter will serve as the Agreement by which you will deliver a \_\_\_\_\_

\_\_\_\_\_ for the University of Pittsburgh - Of the Commonwealth System of Higher Education, at the following location:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. You will deliver a \_\_\_\_\_ of approximately \_\_\_\_\_ hours on the subject of \_\_\_\_\_

\_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_ a.m./p.m.

2. The University will pay you a fee of \$ \_\_\_\_\_ after you have delivered your \_\_\_\_\_.

3. The University will also reimburse you for reasonable transportation to the University or event location, including coach or business class airfare from \_\_\_\_\_ to \_\_\_\_\_, and ground transportation transfers, as well as reasonable accommodations for \_\_\_\_\_ night(s), from \_\_\_\_\_ through and including \_\_\_\_\_. Together, these expenses should not exceed \_\_\_\_\_ dollars (\$ \_\_\_\_\_) in total reimbursement. The University will reimburse you for your reasonable out-of-pocket expenses involved performing this Agreement as such are incurred and consistent with the [University travel policy](#).

4. You must notify \_\_\_\_\_, the University's liaison for this event, by \_\_\_\_\_ with details about the exact topic of your \_\_\_\_\_ so the University has the opportunity to publicize the event in advance. If you are unable to make it to the University or event location for the event, you agree to advise the University's liaison as soon as you know.

5. It is agreed that you are giving permission for the University to audio tape and video tape this event. You hereby grant the University a limited, free license to use the text and recordings only for internal University use and replay.

6. The University also agrees to furnish you with the following special items for your use during and after your event: \_\_\_\_\_.

7. You understand that you are an independent contractor and not an employee of the University in the performance of this Agreement, and you are not entitled to any employee benefits, statutory or otherwise, including, but not limited to, worker's compensation or unemployment compensation. You also understand that you are responsible for paying all taxes owed for income you receive from this Agreement, since the University will not withhold any such taxes for you.

8. You will provide performance hereunder in full compliance with all applicable federal, state and local laws and University rules and regulations.

9. You agree that any personal injury to you or third parties or any property damage incurred in the course of your performance of this Agreement shall be your responsibility. You will hold the University harmless from any claims, demands, lawsuits, or awards of damages arising out of your performance hereunder, except to the extent that such are caused by the sole fault or negligence of the University.

10. You may not assign the rights or obligations under this Agreement without the University's prior written consent.

11. Any controversy, claim or dispute arising out of or relating to this Agreement or the breach thereof, shall be adjudicated in the Court of Common Pleas of Allegheny County or the United States District Court for the Western District of Pennsylvania.

12. This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania.

Kindly indicate your assent to the foregoing by countersigning a copy of this letter and returning it to me at the address noted below.

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**Guest Speaker**

Signature: \_\_\_\_\_

Name (Typed or Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**University of Pittsburgh - Of the  
Commonwealth System of Higher Education**

Signature: \_\_\_\_\_

Name (Typed or Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_