



**UNIVERSITY GUEST PRESENTER AGREEMENT
For Guest Presenters, Lecturers and Speakers**

This AGREEMENT is for the rendering of personal services for the scholarly engagement described below, made this _____ day of _____, 20__ between the following sponsoring University area of The Pennsylvania State University: _____ (hereinafter referred to as "University") and _____ (hereinafter referred to as "Guest").

1. Date, Time and Location of Engagement: _____
2. Special notes or details regarding Engagement: _____

3. Fee to be paid by University to Guest: \$ _____
Additional Costs and Expenses (if any) to be reimbursed by University to Guest: \$ _____

4. Check Payee: _____
Return completed W9 form with agreement. W9 form available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Guest acknowledges that Guest's relationship with the University is that of independent contractor.

If Guest desires to sell merchandise (books, CDs, T-shirts, etc.) while at the University, a merchandising addendum will be required to be signed as well. Contact Risk Management for information pertaining to the merchandising addendum.

Guest authorizes the University to permit photographing, recording and/or broadcasting of Guest's engagement by all types of technology transfers and distribution now and in the future affiliated with the University and/or commercial broadcaster providing promotional consideration, as well as the right to record the Guest's engagement for preservation in the University archives unless the following box is checked:

I DO NOT AUTHORIZE UNIVERSITY TO CONDUCT ANY FORM OF PHOTOGRAPHING, RECORDING AND/OR BROADCASTING OF MY ENGAGEMENT.

Guest and University hereby agree that this Agreement shall be governed by the laws of the Commonwealth of Pennsylvania in all respects.

If Guest is being paid directly, residency status (for tax purposes only) must be declared by Guest checking the appropriate box below and providing the indicated documentation.

- Guest is a United States Citizen
- Guest is a Permanent Resident - Non-Employee Information Form.
- Guest is neither a United States Citizen nor a Permanent Resident - Non-Employee Information Form, as well as all required documentation to authorize payment, is required.
See (<https://guru.psu.edu/tools/NRAPaymentGuidelines.html>) for details.

Agreed to by:

| |
|---------------------|
| Guest |
| Signature: _____ |
| Date: _____ |
| Printed Name: _____ |
| Address: _____ |

| |
|--|
| The Pennsylvania State University |
| Authorized Signature: _____ |
| Date: _____ |
| Printed Name: _____ |
| Title: _____ |