

UNIVERSITY GUEST PRESENTER AGREEMENT

For Guest Presenters, Lecturers, and Speakers

Date: _____ University Contact: _____

This UNIVERSITY GUEST PRESENTER AGREEMENT is for rendering of personal services for the scholarly engagement described below:

Sponsoring Area of The Pennsylvania State University (hereinafter referred to as "University"): _____

Guest Presenter, Lecturer, and/or Speaker (hereinafter referred to as "Guest"): _____

Date, Time, and Location of Engagement: _____

Special notes or details regarding Engagement: _____

Fee to be paid by University to Guest: _____

Additional Costs and Expenses (if any) to be reimbursed by University to Guest: _____

Payee Name: _____ SIMBA Supplier #: _____

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 presenting at the University, a [University Guest Presenter Merchandising Addendum](#) will be required to be signed as well.

Guest must authorize or deny the University photographing, recording and/or broadcasting rights 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:

- I **DO** authorize University to conduct any form of photographing, recording, and/or broadcasting of my engagement.
- 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 - also complete the [Non-Employee Information Form](#)
- Guest is a Resident for Tax Purposes - also complete the [Non-Employee Information Form](#)
- Guest is neither a United States Citizen nor a Permanent Resident - also complete the [Non-Employee Information Form](#) as well providing all required documentation to authorize payment, (see [Non-US Citizen Payment Guidelines](#) for details).

Agreed to by:

Guest	The Pennsylvania State University
Print Name: _____	Print Name: _____
Address: _____	Title: _____
Signature: _____	Authorized Signature: _____
Date: _____	Date: _____