**Speaker/Training Agreement**

This agreement is entered into between ***Veronique N. Valliere, Psy.D.***, referred to as the speaker or Dr. Valliere, and      .

The purpose of this agreement is to procure the training or speaking services of Dr. Valliere for:

**Training:**

**Location:**

**Date(s):**

**Time:**

Specifically, **Veronique N. Valliere, Psy. D**, agrees to:

1. Provide  presentation.
2. Submit material for handouts and/or power point not less than one week prior to presentation.
3. Discuss with the agency/organization their needs for training and modify training material as possible to best fulfill agency requests.
4. Perform this agreement except in the case where termination without liability is necessary, namely upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, disaster, civil disorder or curtailment of transportation facilities to the extent that such circumstances makes it illegal or impossible for the organization or presenter to deliver services.
5. Provide a 30-day cancellation notice to the organization in the event that she cannot fulfill agreement due to circumstances other than those outlined above. In the event the presenter has to cancel prior to scheduled engagement, the organization will not be held liable for any charges incurred by presenter. All reasonable efforts will be made to reschedule the training or engagement as soon as possible. Dr. Valliere will be liable in the event that a sudden cancellation costs the organization and the training cannot be rescheduled.

Organization agrees to:

1. Pay an honorarium/fee payment of **$1500.00** per day, including travel. If other fees are agreed upon, it will be outlined in the **“special clauses”** section below.
2. Reimburse all travel expenses for the speaker, including:
	1. Travel by Air or Train: The actual cost of the round-trip ticket from the airport of choice of Dr. Valliere.
	2. Lodging: For any travel of more than eighty (80) miles from **Dr. Valliere's** office, **Dr. Valliere** shall be reimbursed for the reasonable cost of meals and lodging. A per diem as determined by the organization will be used.
	3. Transportation: In the event of travel beyond the local area, **Dr. Valliere** shall be reimbursed for the cost of a mid-sized rental car and any associated expenses or ground transportation to and from the airport.
	4. Mileage and tolls for use of a personal vehicle at the established government rate.
	5. Parking at the airport in short-term parking.
	6. Unless otherwise instructed by the organization, or unless refundable tickets are not available, **Dr. Valliere** will purchase refundable tickets for any necessary travel. Should the organization request that **Dr. Valliere** purchase non-refundable tickets in order to travel at a lower cost, or if refundable tickets are not available, the organization shall reimburse **Dr. Valliere** for the cost of any non-refundable ticket whether or not the ticket is used. The organization may arrange to directly purchase round-trip travel tickets on behalf of the speaker, and to arrange for the direct payment of any car rental expense, lodging, and meal expenses by the organization.
3. Provide requested equipment needed for the presentation, including but not limited to: screen, LCD projector, laptop, speakers, and microphone.
4. Copy or reproduction presentation material or reimburse expenses associated with reproduction of documents and photographs, preparation of exhibits, storage of materials, and other reasonable expenditures shall be reimbursed at market rates.
5. Provide a 30-day cancellation notice in the event they cannot fulfill agreement due to circumstances other then outlined above and will reimburse presenter all costs incurred by presenter on behalf of agreement, excluding honorarium amount.
6. Will not audio or videotape any training without express permission from **Dr. Valliere.** Additionally, the organization will not reproduce, distribute, or profit from any material or recordings made of **Dr. Valliere** without express permission and agreement of terms, respecting copyright laws and professional courtesies/communications.

**Consultant’s Right to Withdraw**: **Dr. Valliere** has the right to terminate this relationship without penalty or refund, withdrawing from all work if the following:

* The organization attempts to rewrite or demand different topics or trainings that Dr. Valliere cannot provide;
* The organization is discovered to have used **Dr. Valliere,** her findings, or any work related to the training in an illegal or unethical manner; or
* There is a substantial lapse in communication from the organization that inhibits further progress or services to the organization.

**Special Clauses/Agreements:**

**Invoice:** Dr. Valliere shall invoice the agency at the address below within 30 days of services being rendered. Receipts or copies for any costs (e.g. travel, lodging) which reimbursement is requested will be included with the invoice, unless the organization does not require receipts or a predetermined fee for costs (i.e. per diem, lodging) has been agreed upon. A W-9 form will be provided at the request of the organization. The invoice shall be submitted to the address below:

 Attention:

The organization agrees to make payment within a reasonable pay period. Payments shall be remitted **within 30** **days** of receipt of invoice to:

 Veronique N. Valliere, Psy.D.

 Valliere & Counseling Associates, Inc.

 P.O. Box 864

 Fogelsville, PA 18051-0864

 TAX ID #: 26-0060682

I accept the terms of this agreement:

     , Organizational Representative Date

Veronique N. Valliere, Psy.D. Date

Licensed Psychologist