This document represents an agreement between Karl E. Wiegers (the Speaker) and [CLIENT] regarding a software engineering course the Speaker will present.

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| **Event** | The Speaker agrees to present a course titled [TITLE] on [DATE] in [LOCATION]. This course will run from [START] until [END], with appropriate breaks. The maximum number of attendees at this course is [ATTEND]. The contact person at [CLIENT] is [CONTACT]. This presentation may not be recorded without prior agreement. |
| **Facility** | [CLIENT] will provide a suitable room to hold the expected audience. [CLIENT] will provide a Windows-compatible computer projector and screen, and a whiteboard or flipchart with appropriate marking pens. [CLIENT] will provide a lavalier microphone (wireless preferred). The room should be set up classroom style. |
| **Materials** | At least two weeks prior to the course, the Speaker will send [CONTACT] a master copy of handouts for the course. [CLIENT] is responsible for duplicating enough copies for the expected audience. No republication, modification, licensing, or distribution of this handout outside [CLIENT] is permitted. |
| **Employment Status** | The Speaker and [CLIENT] agree that the Speaker is not an employee of [CLIENT], but is providing services as an independent professional consultant. |
| **Financials** | [CLIENT] agrees to pay a fee of $[FEE] for this course, which includes travel and lodging expenses for the Speaker and 1 copy of the Speaker’s book [TITLE] for each student. The Speaker will submit an invoice to [CLIENT] at least 30 days prior to the presentation, and [CLIENT] will deliver a check to the Speaker on the first day of the presentation. Interest on past due accounts shall accrue at a rate of 1 percent per month or portion thereof. |
| **Guarantee** | If [CLIENT] determines that the course does not satisfy their expectations, the Speaker will provide a full or partial refund of the speaking fee. |
| **Limitation of Liability** | The Speaker shall not be held liable for any loss or lack of benefit ensuing from application of the material covered in this course. |
| **Contingencies** | In the event that the Speaker is unable to present the course due to illness or emergency, he will notify [CLIENT] as early as possible, and a new date may be scheduled. Neither the Speaker nor [CLIENT] is responsible for any expenses under these conditions. If [CLIENT] cancels or reschedules the course after this agreement is signed by both parties, [CLIENT] agrees to pay [CANCEL] as a cancellation or rescheduling fee. |

Accepted:

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**Process Impact Date [CLIENT] Date**