[Date]

[Name of Speaker]  
[Address]  
[Address]  
[Address]

Dear [Name]

On behalf of the organizers of the [EVENT] at the [Department, School, College] at Kent State University, I would like to invite you to give a talk as an invited speaker for the limited purpose of presenting at the [EVENT] on \_\_\_\_(insert talk topic)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The seminar takes place [DATE]. This is a non-exclusive, one-time engagement.

In consideration for this engagement, we will be happy to: [choose one or more AND delete the others and this red language]

\_\_\_\_\_ Pay you an honorarium of [AMOUNT] in USD, payable thirty days after [DATE].

\_\_\_\_\_ Provide the opportunity for you to seek reimbursement from the University for airfare and ground transportation to and from the conference not to exceed $\_\_\_\_\_\_in accordance with University policy 3342-7-02.8.

\_\_\_\_\_ Provide a hotel room at the Kent State Hotel & Conference room for up to \_\_\_\_\_ nights, subject to availability (you shall remain responsible for all incidentals and additional charges incurred by your stay at the Hotel).

Please excuse the formality of this invitation as it is an honor and privilege to invite you to speak at the [EVENT]. As a note, you maintain full discretion as to the content, means, and delivery of this engagement. This invitation is further subject to, and you further agree to, the “Additional Terms” provided for at <https://www.kent.edu/hr/independent-contractor>. Please confirm this invitation by completing the acceptance on page 2, and returning it to me with fifteen (15) days from the date marked above.

Sincerely,

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

[Signature] Date

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

[Authorized signatory under 3342-5-04.1, Title] Date

**INDEPENDENT SPEAKER INFORMATION**  (CHECK ONLY ONE):

\_\_\_\_\_\_ I am a U.S. citizen or permanent resident. I agree to provide the Form W-9 prior to my invited talk.

\_\_\_\_\_\_ I am not a U.S. citizen, permanent resident, asylee, or refugee.

I am speaking in my capacity of an employee of another organization (mark one):

YES\_\_\_\_ NO\_\_\_\_.

If the answer is “Yes,” I agree to ensure that my current employer completes the attached accountable plan form and submit it to the University prior to my invited talk. I understand that failure to complete the accountable plan form will result in 30% income tax withholding on all financial support provided to me.   
  
If the response is “No,” I agree to complete the attached **Foreign Visitor Form** and submit it to the University prior to my invited talk.

\_\_\_\_\_ I am not a U.S. citizen, permanent resident, asylee, or refugee., am not currently in the United States and will be performing the services provided in the cover letter from a foreign country. I agree to provide the Form W-8BEN prior to my invited talk.

Country where I will be performing services from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SPEAKER ACCEPTANCE AND ACKNOWLEDGEMENT:**

I accept this invitation, its terms, and understand that this is not an offer of employment nor do the services herein come with any benefits whatsoever. I agree and understand that this letter represents the entire agreement between the parties and replaces all previous discussion, oral or otherwise. I understand that any payment, reimbursements, or arrangements provided under this letter may be subject to income tax reporting and/or withholding in accordance with U.S. tax regulations, or withholdings and/or taxes in accordance with the laws of the Country inserted above (i.e. Income Tax, Service Tax, Digital Service Tax, etc.) if such invited talk is not provided in the United States. Accordingly, I also agree to such deductions as may be required by U.S. law. I further agree that if I am provided services from another country, that I remain solely responsible for all direct and indirect taxes and withholding liabilities due in such country by either party as a result of providing such services.

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

Signature Date

*This signed acknowledgement must be signed and returned (physical copy or electronic PDF is sufficient) to Kent State University within fifteen (15) days or the offer shall be considered null and void unless otherwise agreed to by the parties in writing.*