

**Podunk City Study Club
Letter of Agreement and Disclosure**

Between _____ and _____
Constituent Organization/ Sponsor/Speaker Company/Commercial Supporter

Title of CE Activity: _____ **Location:** _____ **Date:** _____
Contact Person: _____ **Telephone Number:** _____
City/State/Zip Code: _____

The above named company wishes to provide support for the named CE activity by means of:

A. Program Support:

Speaker #1:
Speaker #2:
Speaker #3:

Including: All Expenses ___ Travel Only ___ Honorarium Only ___ Amount of Honorarium \$ _____

B. Support for Catering functions, in the amount of: \$ _____
Please specify:

C. Other (equipment rental, brochure distribution etc.) Please specify:

Conditions

- 1. Statement of Purpose:** The program is for scientific and educational purposes only and will not promote the products of the company directly.
- 2. Control of Content & Selection of Presenters and Moderators:**
Sponsor is responsible for control of content and selection of presenters and moderators. The company agrees not to direct the content of the program. The company, or its agents, will respond only to sponsor-initiated requests for suggestions of presenters or sources of possible presenters. The company will suggest more than one name (if possible); will provide speaker qualifications; will disclose financial or other relationships between the company and speaker, and will provide this information in writing. Sponsor will record the role of the company, or its agents.

Agreed

Customer Representative:

Print Name Signature Date

Course Director:

Print Name Signature Date

CE Department Director:

Print Name Signature Date