

DIVERSITY TRENDS, LLC
CONSULTING & SPEAKING AGREEMENT

(Local/Texas)

This is an agreement between Diversity Trends, LLC (Consultant) and [Client Name] (Client) for professional services based on the information described below.

Services:

Seminar: "Transforming Awareness to Action"

Date(s) and Time:

Thursday, April 12, 2001 from 8:30am - 4pm

Thursday, April 19, 2001 from 8:30am - 4pm

Thursday, April 26, 2001 from 8:30am - 4pm

Location:

[Location Name and Address] in [assigned meeting room]

Audio-Visual Equipment/Room Layout

This session requires two charts (pads and easels), an LCD projector with standard cables and screen, and a VCR with monitor. See attached page for preferred room layout.

Compensation:

Professional Fee:

Client agrees to pay consultant \$15,000 for the services described above. A non-refundable deposit of \$5,000 is due immediately to secure the dates indicated above. The balance is due within 10 calendar days following delivery of the final seminar.

This fee includes both design and delivery of the program, plus up to 4 hours of meetings with client before or after the training. Handouts for a maximum of 16 participants for each seminar date are also included.

Payment:

Please make all payments payable to Diversity Trends, LLC (Tax ID#: xx-xxxx)

Cancellation:

Dates cancelled or postponed with less than one 3 week's notice are subject to full payment. Dates cancelled or postponed with 3-5 weeks notice are subject to 50% payment.

Diversity Trends, LLC
2001 CONSULTING/SPEAKING AGREEMENT

Guarantee:

If participant evaluations fall below expectations established in advance jointly between client and consultant, client is not obligated to pay 50% of the fee for that day. Also, if consultant representing Diversity Trends, LLC is late (arrives on site after the scheduled start time for the seminar) for any reason, Client will receive a \$500 rebate on charges for that date.

AGREED AND ACCEPTED:

Diversity Trends, LLC

Date

[Client Name]

Date

Please return a copy of the signed agreement, by mail or by fax, to Diversity Trends, LLC immediately in order to confirm this speaking date for your organization.

Preferred Room Setup

Presenter Staging:

- One 6' table for presenter supplies, etc. (see diagram: A)
- One or two chart stands with pads (flip charts)

Participant Seating:

- Arrange tables in a "hollow square" format with "entrances" in the center of all four sides. (see diagram: B)
- Ideally, have two attendees seated at each 6 foot (2 meter) table.
- Additionally arrange enough chairs for each participant in a circle (behind or to the side of the hollow square) (see diagram: C)
- Set a minimum 2 foot aisle between the tables and the outside walls to allow the speaker to interact with the participants while presenting.

