

DIVERSITYTRENDS LLC
SEMINAR/TRAINING AGREEMENT

(Local or Travel Included)

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

Services:

One-Day Seminar for [target group/conference/division]

Date(s) and Time:

[Day/Date/Year/Time]

Location:

[List specific location including street address if available]

Subject/Title:

Subject:

Title:

Audio-Visual Equipment/Room Layout

This session requires an LCD projector & screen and a wireless, handheld microphone. [list any additional equipment required].

Rental or provision of AV equipment is the responsibility of the Client. See attached guide for preferred room layout.

Compensation:

Professional Fee:

Client agrees to pay consultant \$_____ for the services described above.

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 ?? participants are also included.

Materials Fee:

Consultant will be reimbursed for purchase of assessment instruments or additional learning materials approved by Client prior to purchase.

P.O. Box 12866 Dallas TX 76015-6761

Voice: 214.369.2888 Fax: 214.369.2885 Email: Tracy@DiversityTrends.com

Payment:

Please make all payments payable to DiversityTrends LLC. (Tax ID#: xxx-xx-xxxx).

50% of the fee is due and payable immediately, 50% is due and payable on the date of service. Any expenses requiring reimbursement are to be paid within 30 days of Client receiving the invoice and applicable receipts.

Service 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.

Supplementary Products:

Participants often benefit from products which help them apply the principles covered in the selected program. Client may purchase available products at a discounted price when purchasing quantities of 50 or more. Bulk shipping is charged separately.

PRODUCT		REGULAR PRICE	DISCOUNT PRICE	NUMBER ORDERED
"Celebrate Diversity"	T-Shirt	\$15.00	\$14.00	
Breaking the Barrier of Bias	4 tape set	\$35.00	\$25.00	
MOTIVERSITY: Motivating While Valuing Diversity	2 tape set	\$20.00	\$15.00	
The "R" Word: Succeeding In Spite of Racism	1tape	\$10.00	\$8.00	
Productivity Path	Book	\$14.95	\$12.50	
Leadership Path	Book	\$14.95	\$12.50	
Diagnosis Diversity	6 tape set	\$75.00	\$60.00	
"Old Bachelor" Cards	Deck	\$7.50	\$5.00	
Breaking the Barrier of Bias	Book – 110 pg	\$14.95	\$12.50	

- Yes we wish to exercise this option. Please ship copies prior to the program date to (a) Client's office or (b) meeting location.
- We cannot exercise this option at this time.
- Consultant may make educational materials available for participant purchase at the time of the program.

P.O. Box 12866 Dallas TX 76015-6761

Voice: 214.369.2888 Fax: 214.369.2885 Email: Tracy@DiversityTrends.com

Cancellation:

If the change is one calendar month or less before the scheduled date, it is considered a cancellation. Client will be responsible for paying the entire fee and reimbursing Consultant for all costs incurred related to the presentation.

Recording

No audio or video recorders may be used without the prior, written agreement of DiversityTrends LLC.

Evaluations and Feedback

Client will provide DiversityTrends LLC with copies of evaluations completed by participants (or a written summary of the evaluation ratings and comments).

- Comments written by participants may be used in marketing materials.
- Comments written by participants may *not* be used in marketing materials.

Referrals

If satisfied with the services provided, Client agrees to write a letter of reference within 30 days of the completion of this project. Client also agrees to send this letter to a minimum of _____ colleagues and business contacts who would be interested in and able to hire DiversityTrends LLC. Client will provide the list of recipients to Consultant.

AGREED AND ACCEPTED:

DiversityTrends LLC	Date
---------------------	------

[Client Name]	Date
---------------	------

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

Preferred Room Setup (Classroom)

Presenter Staging:

- Please set a 12' x 16' (3 x 5 meter) staging area positioned against the long wall of the meeting room and away from the entrance doors.
- Position a 8' draped and skirted table set stage-left-rear and a second one in front of the screen legs.
- Stage-left-center place two chart stands with pads and markers.
- Stage-front-right place a 30" to 36" (1 meter) square table or a 4' half-round, also draped and skirted for supplies, markers, and props used in the presentation.
- Projector Screen: Set an 8' projection screen (white finish only, please) set shifted stage-right against the wall. Place overhead projector on 36" square or 4' half round table in front of the screen at an appropriate distance for efficient projection.

Participant Seating:

Aisles should be about 2 feet wide unless wider aisles are required by local law. Set a minimum of 2 feet between each table plus a minimum 2 foot aisle between the tables and the outside walls to allow the speaker to interact with the audience while presenting.

Arrange tables classroom style in a chevron or herring-bone format. Ideally, have two attendees seated at each 6 foot (2 meter) table. If the room is too small for this, seat three people per six foot table or 4 people per 8-foot (2.5 meter) table.

Amenities:

Place water and glasses directly on each table for the comfort and convenience of the audience. No ashtrays, please. If pens (no pencils) are provided, please place them on the tables, but no notepads.

Place refreshment tables at the rear of the room, near the doors.

If you or the setup crew have any questions or need to modify this plan in any way for any reason, please call us immediately at (214) 369-2888.

Preferred Room Setup (Rounds)

Presenter Staging:

Please set a 12' x 16' (3 x 5 meter) staging area positioned against the long wall of the meeting room and away from the entrance doors.

Position a 8' draped and skirted table set stage-left-rear and a second one in front of the screen legs.

Stage left place two chart stands with pads and markers.

Stage front-right place a 30" to 36" (1 meter) square table or a 4' half-round, also draped and skirted for supplies, markers, and props used in the presentation.

Projector Screen: Set an 8' projection screen (white finish only, please) set shifted stage-right against the wall. Place overhead projector on 36" square or 4' half round table in front of the screen at an appropriate distance for efficient projection.

Participant Seating:

Use rounds for 8 set for 4 participants -- or rounds for 10 set for 5 participants. All participants should be facing the front of the room when seated.

Aisles should be about 2 feet wide unless wider aisles are required by local law. Set a minimum of 2 feet between each table plus a minimum 2 foot aisle between the tables and the outside walls to allow the speaker to interact with the audience while presenting.

Amenities:

Place water and glasses directly on each table for the comfort and convenience of the audience. No ashtrays. If pens (no pencils) are provided, please place them on the tables, but no notepads.

Place refreshment tables at the rear of the room, near the doors.

If you or the setup crew have any questions or need to modify this plan in any way for any reason, please call us immediately at (214) 369-2888.