

Please see table below to determine which Honorarium Agreement is appropriate:

	Service Provider is a <u>U.S.</u> Person/Citizen	Service Provider is a <u>Non-U.S.</u> Person/Citizen
Services performed <u>inside</u> the U.S.	Use this Agreement	Use this Agreement
Services performed <u>outside</u> the U.S.	Use this Agreement	Use the “DePaul University International Honorarium Agreement for Individuals”

DePaul University Honorarium Agreement for Individuals or Organizations

This **DePaul University Honorarium Agreement** (“Agreement”) is entered into by and between DePaul University (“DePaul”), an Illinois not-for-profit corporation with headquarters in Chicago, Illinois, and Speaker or Organization, named below.

Speaker or Organization
Name (*required*):

Speaker or Organization
Mailing Address
(*required*):

1. **Payment.** DePaul agrees to pay Speaker (check and fill-in all items that apply):

- An honorarium payment of \$ _____ within ____ days after Speaker completes their Services.
- One round-trip coach airline ticket from _____ to Chicago, Illinois.
- Hotel accommodations at _____ hotel in Chicago, Illinois, for a total of ____ room nights.
- Additional items or notes (if any): _____.

2. **Services.** Speaker agrees to perform the following Services:

Topic/Presentation Title: _____

Date/Time/Duration: _____

Location: _____

Additional notes (if any): _____

3. **Relationship.** Speaker is an independent contractor and not an employee, agent, joint venturer or partner of DePaul. Speaker assumes full and sole responsibility for the payment of their state and federal income tax, unemployment insurance, social security, disability insurance and other taxes, fees or costs resulting from compensation under this Agreement. Speaker represents and warrants that Speaker is authorized to work in the U.S. for purposes of performing the Services.

4. **Copyright and Licensing.** Speaker **does or** **does not** give DePaul rights to record the Services in audio, video and photographic format and to reproduce, distribute, and/or publicly display such recording(s), electronically or in print, for educational or non-commercial purposes.
5. **Indemnification.** Speaker shall, at all times after the date of this Agreement, indemnify, defend, and hold harmless DePaul and DePaul's trustees, directors, officers, faculty, employees, affiliates, and agents, past or present against all losses, claims, demands, actions, causes of action, suits, liabilities, damages, expenses, and fees (including reasonable attorneys' fees) arising out of or relating to any actual or alleged (i) misrepresentation, breach of warranty, breach of promise, or breach of covenant by Speaker of any representation, warranty, promise, or covenant in this Agreement; (ii) personal injury or property damage caused, in whole or in part, by the acts, errors or omissions of Speaker arising out of or related to Speaker's Services; and (iii) infringement by Speaker of any third party's patent, trademark or copyright.
6. **Miscellaneous.** Speaker shall not be entitled to any compensation in the event of a failure or refusal to perform the Services, whether due to illness, accident or otherwise. This Agreement embodies the entire understanding between the parties and may not be amended or changed in any way except by a written instrument signed by both parties. This Agreement may not be assigned without the written consent of the non-assigning party. This Agreement shall be governed in all respects by the laws of the State of Illinois. The parties to this Agreement agree to use the State of Illinois for jurisdiction and the County of Cook as venue for any disputes between the parties.
7. **Tax Information.** Obtained via [IRS Form W-9](#) or [DePaul Vendor Information Form](#). This form may be provided via online registration on DePaul's [Supplier Portal](#) or emailed to accountspayable@depaul.edu.

AGREED TO AND ACCEPTED:

FOR SPEAKER

FOR DEPAUL UNIVERSITY

Signature

Signature

Print or type name

Print or type name

Title

Title

Date

Date

Phone number

Email