



North Carolina Association of Educational Office Professionals, Inc.

WORKSHOP PRESENTERS CONTRACT OF SERVICES

(Please print or type all information)

TO: NCAEOP Conference Workshop Coordinator **DATE:** _____

FROM: _____

I, _____, agree to present a workshop at the NCAEOP Annual Conference to be held in Raleigh, North Carolina, at the Hilton Raleigh North Hills Conference Center on March 16-19, 2021.

Workshop Title: _____

The workshop will be on _____ from _____ until _____
Date Start Time End Time

At this session, I will need the following AV equipment:

___ handheld wired mic ___ LCD projector ___ other _____
___ handheld cordless mic ___ screen
___ lapel mike ___ podium

I will provide a laptop and furnish handouts if I require them.

As per our conversation and/or email correspondence my fee will be \$ _____

I will require: ___ Travel expenses @ current NCAEOP rate ___ One-night hotel accommodation

Signature of Presenter Title

Business Name: _____

Mailing Address: _____

Email: _____ Phone (cell/work): _____

Mail completed and signed contract by February 1 to Workshop Coordinator:
Lavern MuDiwa, CEOE | 104 Planters Court, Durham, NC 27712 | lavern.mudiwa@gmail.com

Current NCAEOP President Date

COPIES TO: ___ State President ___ Finance Officer ___ Conference Coordinator ___ Workshop Chair