

University of Houston  Clear Lake  
**COMPLETING THE SPEAKER AGREEMENT**

Any last-minute handwritten changes to the business terms of the contract must be initialed by all signers of the contract. Any changes to the legal terms of the contract must be sent to Contract Administration to be reviewed by OGC.

**The contract should be sent unsigned to the vendor.** If the vendor returns the contract electronically, it must be legible. If there is ANY doubt as to whether the document is legible, forward it to Contracts Administration for verification BEFORE UHCL signatures are obtained.

**The UHCL signature on the contract must be that of either the President, the Senior Vice President for Academic Affairs and Provost or the Vice President for Administration and Finance.**

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**Sections that must be completed are:**

**Paragraph 1** - Enter date the agreement is being prepared. Click on the drop-down menu to select University of Houston-Clear Lake. Click on the drop-down menu to select Department or School. Enter name of department or school and the legal name of the Speaker or company through which the Speaker is hired.

**Paragraph 2** - Enter the information regarding the presentation or workshop.

Additional Terms:

- If there is an event name (e.g., Hawk Premier, Report to the Community, Open House, etc.), be sure to include the name of the event in this section. If restricted funds are used for the encumbrance, be sure to state whether the event is for students, faculty or staff.
- If the Speaker will be reimbursed for travel, enter that information in this section. NOTE: the dates of travel must be covered by the dates of the agreement.
- If the Speaker will be providing additional goods and/or services such as training manuals, etc., enter that information in this section.
- If there is not enough room in this section to provide all necessary details, enter a short description of the additional terms along with the statement, "For a more detailed description of the additional terms, see attached Appendix A." Then complete and attach the standard form Appendix A (available on the Contract Forms webpage under Miscellaneous Forms) to the agreement.

**Paragraph 3** - Provide the number of days' written notice needed to terminate the contract. A good indicator of the number of days to be entered in this space is the amount of time it would take to replace this Speaker or the time it took to find the current Speaker.

**Foreign National Addendum** - Speaker must identify their status. If Speaker identifies as an individual and a Foreign National, you must have the Speaker complete the Foreign National Information Addendum and it must be submitted to Procurement along with the Speaker Agreement. This form can be found at

<http://www.uh.edu/legal-affairs/contract-administration/contract-documents/amendments-addenda/>

NOTE: General Counsel Immigration Services is required to review the Foreign National Information Addendum for all visa types except B-1 visa and W-B stamp, so the addendum must be submitted to Contract Administration at UHCLProcurement@uhcl.edu for review at least three weeks before services will be performed.

**Signature Block** - Click on the drop-down menu to select University of Houston-Clear Lake. Enter the name and title of the person(s) that will sign the agreement for UHCL. Then enter the information regarding the person that will sign the agreement for the Speaker or the company through which the Speaker is hired. NOTE: The Title and Business fields are only necessary if the Speaker is being hired through a company.

**If you have questions, please call Contract Administration at Ext. 2150.**

**All forms and documents are available on the [Contract Administration](#) web page.**