



District Meeting Letter of Agreement

TEXAS LIBRARY ASSOCIATION

This agreement is entered into this _____ day of _____ between the Texas Library Association, hereinafter called "TLA," and _____, hereinafter called "Speaker."

month/year

Is speaker a TLA member? YES; Member # _____ NO

Does speaker work in a Texas library? YES NO

COMPENSATION: It is TLA's policy that TLA members, Texas librarians, and individuals employed in Texas libraries cannot be reimbursed for their travel expenses or be paid an honorarium for attending or presenting at Annual Assembly, Annual Conference, or District Meetings, except when speaking at District Meetings other than their own. TLA will not reimburse personal expenses such as phone calls, souvenirs, alcoholic beverages, etc.

Date/Time of presentation _____ Location of presentation _____

Presentation title _____

District # _____

Other TLA Unit(s) sponsoring _____

Correspondent on behalf of TLA _____ TLA Member # _____

Address _____

Phone _____ Email _____

EQUIPMENT AND OTHER NEEDS: Speakers should identify any special needs and are encouraged to bring notebook computers pre-loaded with the software (and cached Internet demonstrations) they will need for presentations.

SPEAKER

Please complete ALL information below:

Speaker's Signature _____ Date _____

Speaker's Name (print or type) _____

Speaker's Phone Number _____ E-mail Address _____

Job Title and Company/Institution Name _____

Speaker's Address _____

City/State/Zip _____

_____ Date _____

Patricia H. Smith, *Executive Director*