**AGO [YEAR] Workshops Presenter Contract**

**LETTER OF AGREEMENT**

[date]

Dear

We are delighted to send you this letter of agreement to confirm your presentation at the [YEAR] National Convention of the American Guild of Organists in [CITY]. Please look over the details of this agreement carefully, sign and date it, and return it to me via email (as a PDF) by July 1, [YEAR].

Once you have returned your signed agreement, we will sign and return it to you.

The [CITY] convention will include a broad mix of 45-minute workshops and 30-minute papers. It is imperative that all sessions begin and end on time. Please keep in mind that workshops should last no longer than 45 minutes (including questions) to enable changeovers to the next session. For academic papers, 30 minutes is the maximum time that can be devoted to any particular presenter. Those presenting papers should plan on speaking for no more than 25 minutes to allow for a few questions and the timely beginning of the next 30-minute presentation. A [CITY] AGO volunteer will be at each workshop or paper session to introduce and assist you if necessary.

It is agreed that you will present the following event:

[title, 30-minute paper or 45-minute workshop]

which is tentatively scheduled for

[date and time]

We will provide the following equipment that you have requested:

[computer and screen for PowerPoint presentation, organ or piano, etc.]

We are also pleased to be able to offer you an honorarium of [$??? for workshops; $??? for academic papers] to help defray part of your costs. This payment will be made no later than [Month Date, Year]. AGO [CITY] [YEAR] is not able to offer complimentary accommodations to any of its workshop presenters. Should you wish to attend convention events, you will need to register as an attendee. Registration begins [MONTH DATE, YEAR] and will be available at [WEB ADDRESS].

It is agreed that each presenter will provide sufficient copies of any handouts at his/her own expense. The Convention will make every effort to apprise you of the number of attendees who have registered for your workshop.

Thank you for agreeing to share your expertise with musicians from around the world at the [CITY] convention. We look forward to your presentation. If you have any questions, please let me know.

With many thanks and all best wishes,

On behalf of the

[CITY] AGO [YEAR] Workshops Committee

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[NAME]

Chair, Workshops Committee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

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Presenter signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name and address (for payment of honorarium)

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