



## Virtual Workshop and Lecture Contract

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Thank you for your interest in hiring me to speak and/or teach for your guild!

CONTRACT between Mary Pal and \_\_\_\_\_  
Name of Guild

\_\_\_\_\_  
Name of Guild Representative

### LECTURE:

Title: One Wild Ride

Date/Day:

Time:

Presentation Fee \$450USD for a one-hour presentation

### WORKSHOP:

Title:

Option (full-day @ \$600USD or half-day @ \$450USD):

Date/Day:

Time:

The guild agrees to:

- Acknowledge and inform guild members that NO recordings are permitted.
- The guild shall provide ZOOM LINKS at least one week before the date of the lecture or workshop. If the guild prefers, Mary can host the Zoom meeting provided the lecture is fewer than 100 people.
- The Guild shall designate a Zoom co-host/moderator to help in a test session (2-3 days in advance) to minimize issues with the technology/sharing screen, etc. In addition, the co-host will be available during the lecture and/or the workshop to help with technology issues, the chat, participant questions, etc.

### FEES:

On the day the lecture is presented or the workshop completed, the Guild will make payment electronically via [TransferWise](#), [Xoom](#) or [PayPal](#).

## **CANCELLATION:**

Both parties reserve the right to cancel the lecture/workshop without penalties no later than 30 days prior to program date. Cancellation due to insufficient enrollment must be made no later than 30 days prior to the event or a cancellation fee of \$100 must be paid. In the event of illness, accident, act of God, or other unavoidable circumstances where the Presenter cannot be present or the program cannot occur, it is agreed that following written notification, this contract shall be deemed void, and there shall be no claim for damage by either party.

A signed copy of this contract must be returned to Mary Pal for her signature before the booking is confirmed.

## **Fees for Virtual Lectures & Workshops**

**Lecture:** \$450 / limited to 100 attendees unless on the guild's account: 1-hour presentation which includes live interactive question and answer period.

**One-day Workshop:** \$600 (Max. 20 students)

6 hours live with instructor via Zoom (can be split into two 3-hr days), including 48 hrs. access to all pre-recorded online video tutorials and printed materials (patterns, etc.)

**Half-day Workshop:** \$450 (Max. 20 students)

3 hours live via Zoom, including 48 hrs. access to the online tutorials and materials

## **Virtual Presentation Requirements**

Unless otherwise arranged, Presenter will establish secure video conferencing technology (e.g. Zoom). Workshops will include both live and pre-recorded segments to provide participants interactive attention and high-quality instruction. When applicable, supplemental materials will be presented via downloadable pdf files.

The zoom link will be provided no later than 7 days prior to presentation.

Unauthorized sharing of log-in information is one way for cybercriminals to gain access and disrupt Zoom presentations. Links should only be shared with registered participants and never posted on public or unsecure websites or social media platforms.

Participants should consider having the most current versions of Zoom and virus protection software. Presenter is not responsible for hacked presentations.

Participants must pre-register for the presentation. A registration link will be provided. Unless otherwise agreed, one registration equals 1 participant. The Zoom link will be for guild members only, unless Presenter and Guild discuss alternate registration in advance.

Participants are encouraged to have good internet access. Presenter is not responsible for internet access issues (e.g., lagging or dragging video/audio, frozen or pixelated images, dropped connections, etc.).

Organization is responsible for designating one attendee as Co-host to help participants access the meeting and one attendee as Moderator to assist with participant questions.

Meeting space should be available 30 minutes prior to start of presentation to allow time for attendees to connect and become comfortable with the Zoom platform. Participants are encouraged to sign in early and get comfortable so the presentation can start on time.

Presenter maintains all rights and ownership of all content and recordings. Participants may not record or photograph, by any means, any portion of the presentation.

In the event of technical difficulties due to weather, power outages, equipment failure, etc., every effort will be made to reschedule the presentation as soon as possible, at a mutually agreeable time.

Presenter will invoice the Organization 2-4 weeks before the presentation. Payment is due on the final day of the presentation.

**Workshops:** Students will supply their own materials and equipment. Presentations include time for live question and answers during the presentation, plus wrap-up and show and tell at the end.

I have read the above agreement, and understand and agree to its terms:

Group Representative's Signature:

Date:

Mary Pal Signature:

Date:

*PLEASE RETURN SIGNED COPY TO MARY PAL for her signature. Thanks!*