Speaker Agreement

Between the organiser and the speaker named below. Effective on the date of the last signature.

Organiser

LEGAL NAME

EMAIL

PHONE

ADDRESS

Speaker

FULL NAME

EMAIL

PHONE

Session

EVENT

DATE

CITY / ONLINE

SESSION TYPE

DURATION (MIN)

TOPIC

FEE (₹, 0 IF PRO BONO)

TRAVEL AND STAY

SLIDES DUE BY

Terms

1. The speaker will deliver original content and will not use the session to sell products unless agreed.
2. The organiser may record and publish the session and use the speaker's name, photo and bio to promote the event.
3. The speaker keeps ownership of their content and slides; the organiser may share slides with attendees.
4. The organiser will deduct TDS on the fee as required and issue Form 16A.
5. The event follows a code of conduct; either party may withdraw if it is breached.

Cancellation

- If the client cancels more than 60 days before the event, the advance is refunded less 10%. Between 30 and 60 days, 50% of the advance is kept. Within 30 days, the advance is not refunded.
- If the provider cancels, it refunds everything paid within 7 days and helps find a replacement.
- Neither party is liable for cancellation caused by events beyond its control, such as government orders,

natural disasters or epidemics; payments are then refunded less costs actually incurred.

General terms

- Governing law. This document is governed by the laws of India.
- Entire agreement. This document is the whole agreement between the parties on its subject and replaces earlier discussions.
- Amendments. Changes are valid only in writing signed by both parties.
- Severability. If a clause is unenforceable, the rest of the document still applies.
- Notices. Notices may be sent to the email addresses given above and take effect on delivery.
- Electronic signatures. The parties agree to sign electronically; electronic signatures and records are valid under the Information Technology Act, 2000.

Speaker

SIGNATURE

PRINTED NAME

DATE

Organiser

SIGNATURE

PRINTED NAME

DATE