

SAMPLE AGREEMENT
(TBR INSTITUTION) WORKSHOP/SEMINAR
PARTICIPATION AGREEMENT

The undersigned Participant hereby agrees that the amounts specified below are the entire amount to be paid by _____ (hereinafter "Institution") to Participant in consideration for Participant's attendance and participation at the Workshop/Seminar entitled:

_____ (hereinafter "Workshop") being held by _____ from _____ through _____.

The Institution will compensate the Participant \$ ___ per ___ day ___ week as a per diem for food.

The Institution will compensate the Participant \$ ___ per ___ day ___ week as a stipend.

The Institution will compensate the Participant \$ ___ for documented travel expenditures.

Other payment terms:

The Institution's maximum liability under this Agreement is limited to the amount of compensation provided to Participant as set forth above. In no event will any reimbursement for travel, meals or lodging, exceed the amounts provided for in the current version of the Institution's travel policies.

This Agreement shall not be effective until the Contractor has completed a Minority/Ethnicity Form.

Other terms (N/A if none):

In witness of their acceptance of the terms set forth herein, the parties have executed this Contract this ___ day of _____, 20___.

(Participant):

(Institution):

Print Name

Print Name

Signature Date

Signature Date

Address:

Telephone Number

SSN or Fed. ID No.