[Date]

[Name of Speaker]  
[Address]  
[Address]  
[Address]

Dear [Name]

On behalf of the organizers of the [EVENT] at the [Department, School, College] at Kent State University, I would like to invite you to give a talk as an invited speaker for the limited purpose of presenting at the [EVENT] on \_\_\_\_(insert talk topic)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The seminar takes place [DATE]. This is a non-exclusive, one-time engagement.

In consideration for this engagement, we will be happy to: [choose one or more AND delete the others and this red language]

\_\_\_\_\_ Pay you an honorarium of [AMOUNT] in USD, payable thirty days after [DATE].

\_\_\_\_\_ Provide the opportunity for you to seek reimbursement from the University for airfare and ground transportation to and from the conference not to exceed $\_\_\_\_\_\_in accordance with Administrative policy 3342-7-02.8.

\_\_\_\_\_ Provide a hotel room at the Kent State Hotel & Conference room for up to \_\_\_\_\_ nights, subject to availability (you shall remain responsible for all incidentals and additional charges incurred by your stay at the Hotel).

Please excuse the formality of this invitation as it is an honor and privilege to invite you to speak at the [EVENT]. As a note, you maintain full discretion as to the content, means, and delivery of this engagement. This invitation is further subject to, and you further agree to, the “Additional Terms” provided for at <https://www.kent.edu/hr/independent-contractor>. Please confirm this invitation by completing the acceptance on page 2, returning it to me a minimum of fifteen (15) business days before services are rendered.

Sincerely,

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

[Signature] Date

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

[Authorized signatory under 3342-5-04.1, Title] Date

**INDEPENDENT SPEAKER INFORMATION**  (CHECK ONLY ONE):

\_\_\_\_\_\_ I am a U.S. citizen or permanent resident. I will provide my legal name and US SSN/EIN in the vendor portal.

\_\_\_\_\_\_ I am not a U.S. citizen, permanent resident. Please select one of the two options below:

\_\_\_\_\_\_ I will be performing the services provided in the cover letter in the United States. I

understand that 30% tax withholding will be required unless I provide the necessary documentation via the Sprintax Calculus (the university’s third-party provider) that shows that I am a resident alien, or I have a US SSN/ITIN AND I provide properly completed tax treaty forms. I will upload this letter to the online vendor portal in the W8 section.

\_\_\_\_\_\_ I am not currently in the United States. I will be performing 100% of the services provided in

the cover letter outside of the United States. I will upload this letter to the online vendor portal in the W8 section. Country where I will be performing services from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ohio Public Employees Retirement System (OPERS) Benefit Recipient Status

\_\_\_\_\_\_ I am currently receiving OPERS benefit payments (contact OPERS to determine if your payments will

be affected by providing these services to Kent State University)

\_\_\_\_\_\_ I am currently not receiving OPERS benefit payments

**SPEAKER ACCEPTANCE AND ACKNOWLEDGEMENT:**

I accept this invitation, its terms, and understand that this is not an offer of employment nor do the services herein come with any benefits whatsoever. I agree and understand that this letter represents the entire agreement between the parties and replaces all previous discussion, oral or otherwise. I understand that any payment, reimbursements, or arrangements provided under this letter may be subject to income tax reporting and/or withholding in accordance with U.S. tax regulations, or withholdings and/or taxes in accordance with the laws of the Country inserted above (i.e. Income Tax, Service Tax, Digital Service Tax, etc.) if such invited talk is not provided in the United States. Accordingly, I also agree to such deductions as may be required by U.S. law. I further agree that if I am provided services from another country, that I remain solely responsible for all direct and indirect taxes and withholding liabilities due in such country by either party as a result of providing such services.

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

Signature Date

*This signed acknowledgement must be signed and returned (physical copy or electronic PDF is sufficient) to Kent State University within fifteen (15) days or the offer shall be considered null and void unless otherwise agreed to by the parties in writing.*