



Rogue Valley Genealogical Society  
& Jackson County Genealogy Library

3405 S Pacific Hwy, Medford, OR 97501  
541-512-2340 ✉ reception@rvgslibrary.org 🌐 www.rvgslibrary.org

**SPEAKER AGREEMENT**

This agreement is entered into by and between the Rogue Valley Genealogical Society, hereinafter “RVGS,” and \_\_\_Natalie Bodle, ROOTS REVEALED\_\_\_, hereinafter “Speaker,” as of Nov. 9, 2021. Lectures to be provided as part of this agreement are listed in Table 1 - Schedule.

- 1. VENUE:** This seminar will be presented  in person,  virtually,  in person with both live and virtual audience.
- 2. SCHEDULE:** Speaker shall provide 3 lectures on topics selected by RVGS from a list provided by the Speaker. Speaker shall, however, have final approval of the combination of topics selected and the sequence of presentation. Parties must agree on the topics on or before Feb 15, 2022. The lectures will be prepared, copyrighted, presentations with length agreed upon by both parties in Table 1.

| Table 1 – SCHEDULE |              |             | WORKSHOP  |
|--------------------|--------------|-------------|---|
| Date               | Start Time   | End Time    | Topic/Title: “ Getting a Grip on Irish and Scots-Irish Research”        |
| Oct. 15, 2022      | 10 AM PT USA | 2 PM PT USA | GETTING STARTED: Gathering Information and Getting Clues in US records. |
|                    |              |             | Naming Traditions, Land Administrative Units, and Civil Registrations   |
|                    |              |             | Church Records, Census and Overcoming Brick Walls                       |
|                    |              |             |   |

- 3. COMMUNICATION:** RVGS and Speaker agree to maintain communication as necessary to ensure timely and smooth planning. Event evaluations can be sent to the speaker after the event at his/her request.
- 4. FACILITIES:** If the event is in person, RVGS will be responsible for selecting and preparing an appropriate venue.
- 5. PUBLICITY:** The Speaker will provide RVGS with biographical information and a photo for publicity purposes. Lecture titles will be publicized as presented by the Speaker although they may be shortened by RVGS. If re-wording is desired by RVGS, it will be submitted to Speaker for approval.
- 6. EQUIPMENT:** The Speaker and RVGS will agree on equipment needed. If the venue is the RVGS library or a local facility, RVGS will provide a projector, microphone, and audio system, if requested. If the venue is virtual, the Speaker will present the lectures on the presentation software selected by the Society, e.g. Zoom, Google Meet, Go to Meetings, etc. The Speaker shall have a high-speed Internet connection, with a quality camera and audio, which will be utilized the day of the seminar. Regardless of the venue, a run-through may be scheduled at the Speaker’s request to ensure all equipment is working correctly.
- 7. HANDOUTS:** The Speaker agrees to provide PDF master copies for handouts for each lecture via email to RVGS no later than 3 weeks prior to event. RVGS will produce the necessary handouts and make them available to participants. Handouts may not be further published, reproduced, sold, displayed online, or distributed to non-participants without the written permission of Speaker.
- 8. FEES:** RVGS agrees to pay a fee of \$275 for Workshop ~~per lecture~~, for 3 lectures. If a deposit is required: \$ *None* \_\_\_\_, Initial: \_\_\_\_\_. Balance of workshop fee is due no later than 30 days after event.
- 9. TRAVEL ARRANGEMENTS & EXPENSES:** The Speaker will be responsible for all transportation arrangements and will arrive by the day before the lecture date(s). Round trip coach airfare from the Speaker’s home, will be paid after arrangements are made OR at the conclusion of the event once a statement is provided. Flight insurance is recommended. Please indicate preference.

Immediately after arrangements requested and statement provided.  After event with lecture fees

Receipts for itemized meal and other expenses are to be sent after the event. RVGS will reimburse for Speaker's meals, non-alcoholic beverages, and tips. Receipts to be sent after event. Speaker may include reasonable incidental expenses such as baggage costs and trip insurance.

10. **ACCOMMODATIONS & TRANSPORTATION:** RVGS agrees to pay for Speaker accommodations for the night preceding, and the night(s) of the event at a moderately priced hotel with Internet connectivity. RVGS to make hotel arrangements. RVGS agrees to provide or reimburse for transportation to and from the arrival airport, the hotel, and the venue.
11. **TRAVEL ISSUES:** Weather or other unforeseen complications may present concerns and may require additional days for hotel, meals, and ticket change expenses. These are to be mutually agreed upon by RVGS and Speaker prior to the event.
12. **CANCELLATION BY RVGS:** This contract may be cancelled by RVGS if a natural or public disaster, or venue issue should render the event unfeasible. Notice to the Speaker to be made by RVGS as soon as practical.
  - RVGS is not required to pay Speaker's fee with at least a four (4) month advance notice unless the cancellation is due to a natural or public crisis.
  - If purchased airfare has not been reimbursed by RVGS at the time of cancellation, one of two options are available:
    - If event is rescheduled, RVGS will reimburse Speaker for flight change fee, plus airfare.
    - If event is not rescheduled, RVGS will pay for any unrecoverable funds expended by Speaker for travel.
  - If payment has been made to the Speaker for said ticket prior to cancellation, that amount will be refunded to RVGS by the Speaker less airline change charges.
13. **CANCELLATION BY SPEAKER:** This contract may be canceled by the Speaker if serious illness, injury or an immediate family member's death or illness should make the Speaker unavailable.
  - The Speaker will assist RVGS in finding a comparable substitute speaker.
  - An alternate date may be negotiated with RVGS. In the event of a schedule change, RVGS is not required to pay change fees.
  - RVGS will not be obligated for any advanced sums (e.g. airline tickets, lecture deposits) that the Speaker may have expended and is required to return.
  - In the case of public disasters that render the Speaker unable to fulfill this agreement, RVGS is responsible for airline change expenses if a future Event is planned.
14. **EVENT STANDARDS:** RVGS and the Speaker will work jointly to ensure that the event advertising and program content accurately reflect this contract; that sessions start and end on time; that the program is well-prepared and professionally presented.
15. **CONFLICT WITH OTHER SPEAKING ENGAGEMENTS:** In the event of an in-person lecture, the Speaker agrees to not conduct another speaking engagement on the same topic within one hundred (100) miles of Medford, Oregon, for three (3) months before or after the event date listed above, unless authorized by the Society.

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| <b>SPEAKER: Natalie Bodle, Genealogist, Tour Guide, Educator. <a href="http://www.RootsRevealed.co.uk">www. Roots Revealed.co.uk</a></b> |  |
| <b>Mailing Address: Ballymena, Antrim, United Kingdom</b>  |  |
| <b>Phone: 44 7935 315235</b>   | <b>Email: <a href="mailto:enquiries@rootsrevealed.co.uk">enquiries@rootsrevealed.co.uk</a></b> |
| <b>Signature:</b>  |  |
| <b>RVGS Contact Person: Apr 2022: Barbara Northrop</b>   |  |
| <b>Phone: 541-840-7027</b>   | <b>Email: <a href="mailto:bnrnorthrop@centurylink.net">bnrnorthrop@centurylink.net</a></b>     |
| <b>RVGS Mailing Address: 3405 S Pacific Hwy, Medford, OR 97501</b>   |  |
| <b>Phone: 541-512-2340</b>   | <b>Email: <a href="mailto:reception@rvgslibrary.org">reception@rvgslibrary.org</a></b>         |
| <b>Signature:</b>  |  |

