

GUEST SPEAKER INVITATION LETTER

To: _____

Address: _____

Subject: Invitation to be Guest Speaker

Dear Esteemed Guest Speaker,

We are honored to extend an invitation to you to be a guest speaker at our upcoming event. Your expertise and insights in your field are highly regarded and would greatly enrich the experience of our audience. The event will be organized by [Organizer's Name], and will take place at [Venue/Location]. Your participation would involve delivering a presentation on a topic of your choosing related to your area of expertise.

Please note that all arrangements regarding your travel, accommodation, and honorarium will be handled in accordance with our organizational policies and mutual agreement. We are committed to ensuring your comfort and convenience throughout your engagement with us.

This invitation letter and any related agreements shall be governed by and construed in accordance with the laws of the United States. Both parties acknowledge and agree to adhere to all applicable laws and regulations in the performance of this engagement.

Please confirm your acceptance of this invitation by signing below and returning a copy of this letter at your earliest convenience. We look forward to your favorable reply and the opportunity to welcome you as our distinguished guest speaker.

1. Engagement and Scope

The Guest Speaker agrees to prepare and deliver a presentation consistent with the agreed topic, length, and standards of professionalism. Any materials or content provided shall be original or appropriately licensed.

2. Compensation and Expenses

The Organizer shall provide compensation as agreed separately in writing. All reimbursable expenses require prior approval and must be substantiated with proper documentation.

3. Intellectual Property

The Guest Speaker retains ownership of their intellectual property. The Organizer is granted a limited, non-exclusive license to use the presentation materials solely for the purposes of the event and related promotion.

4. Confidentiality

All confidential information exchanged in connection with this invitation or engagement shall be maintained in strict confidence and not disclosed to third parties without prior written consent.

5. Cancellation and Termination

Either party may terminate this agreement upon written notice. In the event of cancellation, both parties shall cooperate to minimize any damages or losses.

6. Indemnification

The Guest Speaker agrees to indemnify and hold harmless the Organizer from any claims, damages, or liabilities arising out of the Speaker's acts or omissions in connection with the engagement.

7. Governing Law and Jurisdiction

This Letter and any related agreements shall be governed by the laws of the United States. Any disputes shall be resolved in the competent courts located within the venue's jurisdiction.

8. Entire Agreement

This Letter constitutes the entire agreement between the parties with respect to the subject matter herein and supersedes all prior understandings, whether oral or written.

9. Amendments

No modification or amendment of this Letter shall be valid unless in writing and signed by both parties.

10. Non-Waiver

Failure to enforce any provision of this Letter shall not constitute a waiver of any subsequent breach or right to enforce the provision.

11. Force Majeure

Neither party shall be liable for failure or delay in performance due to causes beyond their reasonable control, including acts of God, natural disasters, or governmental actions.

12. Independent Contractor Status

The Guest Speaker is engaged as an independent contractor. Nothing herein shall be construed to create an employer-employee relationship, partnership, or joint venture.

13. Compliance with Laws

Both parties agree to comply with all applicable federal, state, and local laws, statutes, and regulations in performing their obligations under this Letter.

14. Publicity

Neither party shall use the other's name, logo, or trademarks in any publicity or advertising without prior written consent.

15. Assignment

This Letter may not be assigned or transferred by either party without the prior written consent of the other, except to a successor entity in connection with a merger or sale of all or substantially all assets.

16. Severability

If any provision of this Letter is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

17. Notices

All notices required or permitted under this Letter shall be in writing and delivered personally, by certified mail, or by a nationally recognized overnight courier service to the addresses set forth herein or such other address as either party

may designate.

18. Signatures

This Letter may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Electronic signatures shall be deemed valid and binding.

ORGANIZER'S AUTHORIZED SIGNATURE

GUEST SPEAKER'S SIGNATURE

Signature: _____

Signature: _____

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