

## **ECR 2005 TRAINING WORKSHOPS Presenter Compensation & Contract Information**

### **Trainer Fees & Cancellation Policy**

Training workshops are pre-conference activities designed to be self-supporting through fees paid directly by participants. Workshops that do not meet a minimum required enrollment by **April 15, 2005** are subject to cancellation by conference organizers, with no compensation due to the trainer. Trainers who execute workshops will be compensated a **flat rate of \$600** for each workshop session they present. Federal employees who present training workshops are not eligible for compensation. Trainers will contract directly with the U.S. Institute and submit an invoice after the conference for standard payment processing. The U.S. General Services Administration issues payment by U.S. Treasury check.

### **Presenter Materials**

Training materials such as an outline of your presentation, summary document or PowerPoint presentation may be uploaded to the conference website for attendees and for the Institute's post-conference archives. File formats that can be uploaded include (.doc, .txt, .pdf and/or .ppt). Your presentation materials must be uploaded by **May 2, 2005**. Go to [www.mediusevents.com/ECR2005](http://www.mediusevents.com/ECR2005) Login with your account ID and click the "Session Submission" link on the navigation bar. All materials must be clearly labeled by author, session title, and date/time of session. No audio, video or CD recordings of conference proceedings will be offered by the ECR 2005 organizers.

### **Session Handouts**

Please remember that all trainers and presenters are expected to provide copies of any necessary materials and/or handouts for participants at their own cost if they so choose. Conference organizers will not be providing duplicating or business support services. The Hilton's on-site Business Center will provide photocopies at a charge of \$.20 each. Other a-la-carte services are provided for additional fees. Business Center services are to be paid for by the individual requestor. Conference organizers will not provide cost reimbursements.

### **Presenter Registration**

All conference presenters must register to ensure that they receive all necessary materials from conference organizers. **Please see registration options at [www.mediusevents.com/ECR2005](http://www.mediusevents.com/ECR2005)**

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## **Contract Information Required**

The following information is needed for the U.S. Institute for Environmental Conflict Resolution to develop a contract and issue payment for your training services. Please fill out the following information and return to Tina Gargus, Special Projects Coordinator at [gargus@ecr.gov](mailto:gargus@ecr.gov) or by fax to (520) 670-5530.

**Presenter Name & Title:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

Please indicate if payment is made payable to **Self** \_\_\_\_\_ **or Business** \_\_\_\_\_

**SS#:** (needed if payment is payable to individual) \_\_\_\_\_

**Tax ID#:** (needed if payment is payable to business) \_\_\_\_\_

**Duns #:** (if registered in the \*CCR, therefore SS and Tax ID not needed): \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**NOTE:** Please indicate any special instructions such as if payment is to be mailed with the attention to a department or individual. \_\_\_\_\_