



## Partnership Agreement

February \_\_, 2016

Dear **Speaker name**,

On behalf of the Emerge Conference 2016 we are excited and grateful that you have agreed to speak at our fourth annual conference presented by the University of Guelph-Humber's graduating media studies students. We are enthusiastic to welcome influential people, like yourself, who continue to inspire others while having pushed past obstacles, overcame hurdles, and conquered what seemed impossible on your journey to following your dream.

This is confirming that you will speak at **time** on Tuesday, April 26, 2016 at the Emerge Conference themed "Breaking Barriers" at the University of Guelph-Humber campus hosted by the graduating Media Studies class at this **date and time**.

We have allotted **x minutes** for your remarks plus a short question and answer period with other speakers in attendance. We would also be delighted if you would **join us for lunch afterwards (afternoon speakers: join us for lunch before your session begins.)** We will provide audio and video capabilities for your presentation but please let us know if there is anything else in particular that you require.

As discussed, we are pleased to offer you an honorarium of \$\_\_\_\_ (plus travel expenses/arrangements, if required). **OR** As discussed, we are appreciative for your generosity in donating your time.

In previous years the Emerge Conference has generated some media coverage, which we anticipate again leading up to as well as at the conference and would appreciate your willingness to take part in interviews and interactions. We would also be grateful of any aid in promotion of the conference through your social media networks. While these are not requirements and are at your personal discretion, we are appreciative of your support.

We are looking forward to your participation in the "Breaking Barriers" Emerge Conference 2016.

As always, I am happy to provide you with any additional information and/or details you require. Please do not hesitate to contact me if you have any questions at:

**Add contact info.**

Yours truly,

**Info**

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Date

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Signature