



2323 Anderson Avenue, Ste 225  
Manhattan, KS 66502  
785-532-5717  
FAX: 785-532-7732  
E-mail: nacada@ksu.edu

**NOTE TO REGION CONFERENCE CHAIR:**

*A letter from you or your designee should be sent with a Professional Services Agreement. Include as much detail in the contract as possible, including where, when, what is expected of them, what you will provide and how they will be paid. Send them three copies to sign, one for them to keep and two to send to the Exec. Office. We will send a completed signed copy back to them and to you.*

**Following are some suggestions of what should be included.**

Date

Mailing address information

Dear

I enjoyed visiting with you regarding your participation in our Region \_\_\_\_\_ Conference to be held \_\_\_\_\_ at the \_\_\_\_\_ - hotel in \_\_\_\_\_, \_\_\_\_\_.

As you know, the topic for the meeting is \_\_\_\_\_

and you have agreed to address the issues of \_\_\_\_\_

Please arrive at \_\_\_\_\_ and meet \_\_\_\_\_ at the \_\_\_\_\_

- Describe how the person should get from airport to hotel (shuttle or taxi and approx cost and instructions on how/where to board) so they can be prepared. Someone from your committee will want to meet the person –where-when and how and how they will recognize them. Perhaps provide a map.)
- List the name, address and phone number of the hotel and **a room confirmation** number
- If they are coming in the night before, tell them **if** someone will take them to dinner
- Where and when to meet you for their presentation and if they need to set up AV, how and where to do this. If they don't want to come down until the last minute, arrange to visit with them by phone an hour or so before, so you will be assured they are on target as far as being on time and knowing where to meet you. If you expect them to attend a meal, let them know.

**Also, include the following information, of course, customized to what you need them to do:**

- The session will begin at \_\_\_\_\_ o'clock. There will be approximately \_\_\_\_\_ minutes of announcements before you are introduced, so your presentation will start at approximately \_\_\_\_\_ o'clock and should end at \_\_\_\_\_.
- Please be sure to leave approximately \_\_\_\_\_ minutes for question and answers at the end of your presentation.
- The follow up session will be (time, topic, how many people you might expect, what kind of format you need (lecture, roundtable discussion, workshop, etc.)
- Date by which the contract should be returned to the Executive Office (and their address.)

**Include other suggestions:**

- You may wish to be aware that this issue is important to our region because
- Participants will be especially interested in \_\_\_\_\_



## Professional Services Agreement with Attachments 1 & 2

**National Academic Advising Association**  
 2323 Anderson Ave, Suite 225  
 Manhattan, KS 66502-2912

(785) 532-5717  
 FAX: (785) 532-7732  
 nacada@ksu.edu

**This agreement is between the National Academic Advising Association and**

**Name** \_\_\_\_\_ **Firm:** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Postal Code** \_\_\_\_\_

**Day Phone** \_\_\_\_\_ **FAX** \_\_\_\_\_ **E-mail** \_\_\_\_\_

To deliver the following services:

1. Submit a one page outline of presentation to \_\_\_\_\_ by (date) \_\_\_\_\_
1. Keynote speech for \_\_\_\_\_ minutes on the topic of \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m
2. Follow up session of \_\_\_\_\_ minutes on the topic of \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m
3. Other: \_\_\_\_\_

NACADA will provide a podium with a microphone, & if requested, a \_\_\_\_\_.

NOTE: If video projector is requested, speaker will provide computer and presentation materials

Payment of the \$ \_\_\_\_\_ Honoraria will be made at the conclusion of the presentation

**Original receipts** must be submitted to the Executive Office for the following

1. **Meal allowance** up to \$40 per day (if not provided at the conference)
2. **Air transportation** not to exceed \$ \_\_\_\_\_
  - i. NOTE: Airfare will be reimbursed at lowest coach fare with 2 week advanced purchase. Rate must be approved by Executive Office before ticket is purchased. Call Diane Matteson at 785-532-5717.
3. **Mileage** not to exceed \$ \_\_\_\_\_. Mileage reimbursement (at \$.47 per mile) cannot exceed coach airfare.
4. **Hotel** stay for the night(s) of \_\_\_\_\_ (date)
 

NOTE: Generally, NACADA reserves and arranges payment for the room and tax at the conference hotel, so speaker will only need to guarantee payment for incidentals.

I have read and agree to the arrangements above as well as **Attachment # 1** to the Professional Services Agreement: *Expectations of Keynote Speakers*. I will familiarize myself with **Attachment # 2** to Professional Services Agreement: *NACADA Overview*. **I will not promote any product or service for which I may receive personal gain.** I will only use material in my presentation that is in compliance with current copyright or intellectual property laws. NACADA will not be responsible for my misuse of materials or information.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>NACADA will make payment to:</b>          _____ Name and address as above          _____ Firm and address listed above          _____ Other: _____          _____</p>	<p>If payable to an <b>individual</b>, include Social Security #: _____           If payable to an <b>institution</b>, include FEIN #: _____</p>
<p>Signed: _____ Date: _____          Charlie L. Nutt, representing NACADA</p>	<p><b>MAIL This contract DIRECTLY TO NACADA</b> at the address above to the attention of Diane Matteson, 785-532-5717 or <b>FAX 785-532-7732.</b></p>



## Expectations of Keynote Speakers

Attachment # 1 to Professional Services Agreement

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**As a Keynote speaker to a professional conference or meeting of NACADA, you are asked to follow these guidelines to ensure that your address will be well received by all attendees.**

1. **Submit a one page outline** of session by (date) \_\_\_\_\_ to \_\_\_\_\_  
**(Name & e-mail)**
2. In your one page outline:
  - i. Briefly explain how your remarks will incorporate the conference theme.
  - ii. Briefly explain how your remarks will fit into the overall goals of NACADA

The theme of the Conference is : \_\_\_\_\_.

3. Specifically, we request that your remarks **demonstrate sensitivity to the diversity** of our members in the areas of :  
race, gender, creed, sexual orientation, disabilities, faculty advisors, professional advisors, administrators, institutional types - small, large, private, 2 year, 4 year institutions of higher education.
- NOTE: Approximately \_\_\_\_ people will attend the conference, including academic advisors at 2 & 4 year colleges and universities, faculty members and administrators.
4. Although many speakers use **humor** as a way to enliven the speech, sometimes humor may be deemed inappropriate or uncomfortable for some members of our audience. NACADA is a very diverse association consisting of faculty advisors, full-time advisors, administrators, and students from two and four year public and private institutions. We request that you avoid any remarks that could be seen as disparaging to these specific populations. In the same way, you are requested to avoid inappropriate language. Please consult with the Region chair if you have any concerns.
  5. **Commercial promotions.** Presenters at all NACADA events are required as part of the presenter confirmation process to sign an agreement NOT to promote products or services other than official NACADA products or services. This policy is not intended to prevent product USERS receiving no monetary gain from referring to specific commercial products nor prevent the conduct of “user” roundtable discussions regarding specific products. **It is intended to restrict product and service promotion by presenters.** “Commercial” refers to any entity/person/product/service outside non-profit, higher education institutions and any product/service for sale by a non-profit higher education institution. “Promotion” includes verbal or written reference in any manner (names, logos, description, etc.). “NACADA events” includes conferences, institutes, workshops, seminars, teleconferences, consultations, etc.
  6. **Promptness** in returning correspondence and in making travel arrangements is expected and appreciated.



## **NACADA Overview**

### **Attachment # 2 to Professional Services Agreement**

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The **National Academic Advising Association (NACADA)** is an association of approximately 8,000 professional advisors, faculty advisors, administrators, and students working to enhance the educational development of students in institutions of higher education. NACADA serves individuals from a variety of institutional types (two and four year programs, both public and private settings) and strives to meet the needs of a diverse constituency.

#### **NACADA's mission is to...**

- Champion the educational role of academic advisors to enhance student learning and development in a diverse world
- Affirm the role of academic advising in student success and persistence, thereby supporting institutional mission and vitality
- Anticipate the academic advising needs of twenty-first century students, advisors and institutions
- Advance the body of knowledge on academic advising
- Foster the talents and contributions of all members and promote the involvement of diverse population

To learn more about NACADA, visit the NACADA Website at <http://www.nacada.ksu.edu/>

The Regional Conference is described at the following site:

<http://www.nacada.ksu.edu/Events/Conferences/Regional/upcoming.htm>

The Regional Governance structure and Leadership rosters are found at:

[http://www.nacada.ksu.edu/Regional\\_Divisions/regions.htm](http://www.nacada.ksu.edu/Regional_Divisions/regions.htm)

Past Newsletters and the Clearinghouse on Academic Advising contain many resources for examining current issues in academic advising.

<http://www.nacada.ksu.edu/Newsletter/archives.htm>

[http://www.nacada.ksu.edu/Clearinghouse/Advising\\_Issues/index.htm](http://www.nacada.ksu.edu/Clearinghouse/Advising_Issues/index.htm)

For further information:

National Academic Advising Association is located at

2323 Anderson Avenue, Ste 225

Manhattan, KS 66502-2912

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Regional Liaison: Diane Matteson – [matteson@ksu.edu](mailto:matteson@ksu.edu)