

**East Asia Regional Council of Schools (EARCOS)**

**www.earcos.org**



**SAMPLE LETTER OF AGREEMENT FOR WEEKEND WORKSHOP**

Date.....

**Name and address of consultant**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_:

This letter will confirm the understanding we have reached regarding your presenting one EARCOS Weekend Institute.

**Location of Workshop 1**: **School, address, fax, and phone**

**Host School Coordinator**: Name of Coordinator E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dates**:

**TERMS**

1. \_\_\_\_\_\_\_\_ School will reimburse you for your round trip economy air ticket, point of origin—point of workshop—point of origin, up to U.S. $\_\_\_\_\_\_\_. This will be paid to you upon completion of the workshop and the submission of a copy of the invoice from your travel agent for your airline ticket to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of host school coordinator.

2. An honorarium of U.S. $\_\_\_\_\_\_ a day will be paid by \_\_\_\_\_\_\_ School, U.S. $\_\_\_\_\_ total. The honorarium will be paid upon completion of the workshop.

3. \_\_\_\_\_\_\_\_ School will pay you a total per diem of U.S. $\_\_\_\_\_ (name of city, U.S. $\_\_\_\_\_\_ x 2, dates) to cover your hotel, meals, and incidentals.

4. A sum of U.S. $\_\_\_\_\_ will be paid to cover your ground transportation costs and airport exit tax. This will be sent to you along with your per diem the host school approximately three weeks before your departure.

5. The host school will handle registrations for the workshop, meet you at the airport, provide duplication of materials, audio visual assistance, and generally provide any local logistical services you may require. Specific title of the workshop will be determine by you and the host school

School and the consultant are in agreement on the above conditions.

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**NAME OF CONSULTANT** **NAME OF COORDINATOR**

**OR HEAD OF SCHOOL**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

PLEASE SIGN BOTH COPIES AND RETURN ONE TO HOST COORDINATOR ASAP