



Speaking Engagement Agreement

Date: _____

Thank you for your request for a speaker from the National Cybersecurity Society (NCSS). We are a community-based organization, comprised of participating individuals and companies committed to helping small business stay safe online.

Small businesses are the economic backbone of our nation's prosperity. Employing over 58.9 million people and representing 99.9% of the nation's 30.2 million small businesses,¹ they are particularly vulnerable to the risks posed by cybersecurity threats. According to the Federal Communications Commission, crimes involving theft of digital information far surpass theft of physical property. Yet, in the face of this threat, many small businesses are unaware of the threats, or are aware of the threats, but naively believe that because of their size, they are not of interest, or believe the costs to take precautions are out of their reach, or lack of knowledge, skills, or abilities resident with their existing staff to address the issues. Many small businesses fail to install antivirus software, backup data, and take other "cyber hygiene" related precautions. One in three small businesses have no safeguards at all.² Not only are many small businesses not taking precautions to prevent cyber incidents, when cyber incidents do occur, these small businesses are lost about who to call or what to do.

Through educational events, presentations and webinars, the NCSS wants to reverse these trends and reach more businesses. This agreement strives to ensure a successful event is planned and executed.

Based on our understanding of your organization and the audience, our speaker will provide the presentation outlined below, for your event _____ which will be held on _____.

Presentation Title _____

Description of Presentation

Location of Event _____

¹ SBA, Office of Advocacy, 2018 small business profile; <https://www.sba.gov/sites/default/files/advocacy/2018-Small-Business-Profiles-US.pdf>

² <https://www.manta.com/resources/small-business-trends/small-business-owners-protecting-cyber-attack/?dest=%2Fresources%2Fsmall-business-trends%2Fsmall-business-owners-protecting-cyber-attack%2F>



Topic of Presentation _____

Date and Time of Presentation _____

Equipment and Room Set up _____

Recorded Event YES NO

Pre Event Planning/Requirements

Post Event Activites _____

Letter of Agreement: This agreement is between _____, hereafter referred to Client, and the NCSS, hereafter referred to as Contractor.

Description of Services:

Contractor will:

- 1) Present a program titled _____ for Client's event _____ on _____;
- 2) Customize the program, as needed, to fit the needs of the Client;
- 3) Provide materials for attendees use only. Materials are the property of the NCSS, unless specified in the materials or in writing, reproduction of any portion is prohibited. Materials may be posted to the Client's website for a stated period of 60 days after the speaking event, for the use of Client's participants, and removed upon the end of the stated period. Materials posted must be in the original form developed by the NCSS.

Webinar Recording: The event may be recorded if prior consent is obtained by the Client.

Honorarium: Client will provide Contractor an honorarium in the amount of _____, which will be paid to the NCSS, according to the following schedule:



Deposit Due Date _____ 50% of agreed upon fee, due at the time of agreement signing. Check made out to the National Cybersecurity Society.

Balance Due Date _____ 50% due on date of presentation. Check made out to the National Cybersecurity Society.

Expenses: Expenses for Contractor travel and other incidental items will be billed after the event and may include:

- 1) Air/RailTravel from speaker residence to _____. (Coach class in North America, Business Class internationally).
- 2) Ground Transportation
- 3) Food and Gratuities
- 4) Hotel Accommodations (if required) shall be made by the Client and billed to Client at client business address if possible. If this is not feasible, costs for mid-tier hotel will be included in the reimbursement bill.

Reimbursement for expenses will be billed and are due 30 days after bill issuance.

Postponement or Cancellation: Once a presentation is established, Contractor expends time and resources on Client's behalf. As a result, Contractor charges a cancellation fee to recover upfront expenditures and/or losses that may occur by not scheduling other business on client's event date. Should the presentation be postponed or cancelled for any reason, the following fee schedule shall apply:

- 1) Charges for cancellation or penalty for airlines or train travel - 100% of penalty charge
- 2) Less than 30 days before event: 100% of honorarium
- 2) Between 30-60 days before event: 50% of honorarium
- 3) Greater than 60 days before event: no fee will be charged except the cancellation charge or penalty fee.

Audio and Video Recording: Client may record all of the contractor's presentation as indicated on the form above. Should Client record the presentation, Contractor requires a master copy of the recording within 30 days after the event close. Client may distribute copies of our presentation to internal staff, but not sell copies or use the presentation to market their own product or service. Should Client wish to make other recording or distribution arrangements, a separate agreement will be required. Posting a video recording of the event on the Client's website is allowable, as long as recording is removed after 60 days of event.

Agreement Execution: To get started, simply review and accept this proposal, sign and return a scanned signature document to: me@thenationalcybersecuritysociety.org

The National Cybersecurity Society
1215 31st St. NW #3921
Washington, D.C. 20027
Tax Exempt #47-2974373



Client Name/Client Company

Date

ABOUT THE NATIONAL CYBERSECURITY SOCIETY

The National Cybersecurity Society is committed to improving the online safety and security of the small business community through education, awareness, and advocacy. As a 501(3)(c) organization, the NCSS uses funds from charitable donations and grants to develop educational materials, webinars, weekly cyber tips, videos and conferences. The organization's goal is to enable and empower small and medium sized businesses to obtain cybersecurity services; assist them in understanding their cyber risk; and advise on the type of protection needed.