

Booking form for online lectures – Version 2, December 2020

TO BE COMPLETED BY THE PROGRAMME SECRETARY / ORGANISER, then send to lecturer to sign and return

This form contains important information for both the Society and the lecturer.

The signed form constitutes a contract between **(Society's name)**

and **(lecturer's name)**

Date of event

Start time

Event title

Are additional Societies taking part in this event? Yes / No If so, is an additional fee payable? Yes / No Amount

Is the event a lecture / study day / seminar or discussion forum *(delete as applicable)*

Number of sessions

Length of session

Which platform will be used? *(e.g. Zoom)*

Who will provide the platform: Society / Lecturer / Use The Arts Society's central account *(delete as applicable)*

Arrangements for Q&A session

Date and time of sound check etc.

The lecturer does / does not give permission for their lecture to be recorded.

If permission is given, is an additional fee payable? Yes / No Amount

The Arts Society's advice is that events should not be recorded.

Agreed fee *(including VAT, if applicable)*

Total amount payable, including any additional charges *(including VAT, if applicable)*

Agreed payment method

Agreed cancellation terms

Programme Secretary's name

Telephone number

Mobile.

E-mail

Society representative hosting the meeting

Telephone number

Mobile

Email

Signed (Programme Secretary / Organiser)

Date

Lecturer's telephone number

Mobile

E-mail

Special requirements?

TO BE COMPLETED BY THE LECTURER, then returned to Programme Secretary/Organiser

I understand that payment will be made **only** on production of an invoice. I agree the above programme, fee, and other arrangements set out in respect of the event named above. I confirm that I am responsible for all Income Tax, National Insurance and VAT arising from this contract.

VAT number *(if applicable)*

I give permission for this Society to use my synopsis of the agreed title to publicise the event Yes / No

I will supply this Society with images (for which I have obtained the necessary copyright permissions) for publicity material Yes / No

Signed (lecturer)

Date