

**INSTRUCTOR AGREEMENT
BETWEEN
SUPPLY-CHAIN COUNCIL
AND**

Date: _____

The following is an agreement between Supply-Chain Council and _____ (“Instructor”) to effectively serve SCC members and potential members through the preparation and presentation of the Council’s educational programs.

Dates of Course: _____

Location of Course: _____

Title of Course: _____

Exclusivity Rights

SCC possesses all copyrights to session titles and materials, except where specified, prepared and used in SCC Workshops. XXXXXXXXXXXX, or any of his/her associates, will not use any of the materials prepared by SCC for any other purpose other than the session specified on the dates agreed without prior written consent.

Conflict of Interest

Presenter agrees to refrain from marketing any publications, products or services during the conduct of this session. During the time period of the session, the Presenter is a representative of the Supply-Chain Council and all activities, presentations and conduct are to be in support of the purposes and objectives of SCC and this session.

Program Materials

SCC and the Presenter agree that top-quality instructional materials will be used in this session. A program notebook will be provided to each attendee as part of the course fee. SCC will develop program materials in advance of the session and forward these items to the instruction site for the instructor and class use.

Audio/Visual Requirements

SCC will provide any necessary audio or visual needs at the program site. Instructors must specify audio/visual needs to the SCC meetings department at least two weeks prior to a class engagement.

Program Promotion and Logistics

SCC is responsible for marketing and promoting this course. SCC qualified instructors will provide the following necessary information: instructor biography and black-and-white photo.

Fee Structure

SCC agrees to pay a fee of \$1,000 or local equivalent per day for classroom instruction of each SCC course. SCC further agrees to reimburse instructor for any out-of-pocket expenses related to course instruction. Instructor agrees to submit receipts for all expenses to the SCC office when requesting reimbursement. Final payment of fees and expenses will be forwarded upon receipt of all attendee evaluation forms, onsite payments and a course after-action report.

SCC agrees to provide payment for the guarantee of one day, if SCC must cancel a course five (5) or fewer days before the engagement. In the case of family emergency, the instructor will immediately contact the SCC office to find a replacement instructor.

Instructor Name: _____ Date: _____

TAX REQUIREMENT: For any U.S. citizens and residents, SCC will file a 1099 with the IRS and send a copy of the information filed in January the year following the instructor provided services under this agreement. Please provide your Social Security/Employer ID number in the space provided so that your tax information can be properly filed.

Social Security Number

SCC Agent

Date: _____

Title