

## Procedures for Using UVM's Speaker Engagement Letter for Virtual Events

A [Speaker Engagement Letter Template for Virtual Events](#) ("Letter") must be used for *all* events using a virtual platform, regardless of the dollar amount. The procedures for completing the Letter are as follows:

1. The Department completes the highlighted portions of the Letter.
  - a. If no honorarium will be paid and the event will not be recorded for later use, a Letter is not required. Please continue with step 2, disregarding the need for a Letter.
  - b. If no honorarium will be paid but the event will be recorded for later use, complete the Letter's section "2. Terms of Payment" by entering 0.00 for the honorarium and deleting the rest of the paragraph regarding W-9s and payment terms.
2. **\*NEW 9/15/2021\*** - The Department emails the draft Letter to Purchasing Services at [Purchasing@uvm.edu](mailto:Purchasing@uvm.edu) to determine next steps, if any, are required to ensure the event's accessibility. Please provide Purchasing Services with the following information:
  - a. Indicate how many people are digitally attending the virtual event (estimate is acceptable);
  - b. Describe the attendees (e.g. All UVM attendees? Other specific group of attendees? Open to the public? Mix of attendees? Minors in attendance?);
  - c. Confirm whether the event is being recorded. If so, is it with a plan to use the recording in other settings? If recorded for other settings, specify if it is for training, a website or other setting(s).
3. Once the Department receives guidance on the event's accessibility, the Department will then forward the Letter directly to the Speaker for their first signature.
  - a. Note: If the Department or Speaker wishes to make substantive changes to the *non*-highlighted portions of the Letter, a Footprint should be created for

contract review (link: <https://www.uvm.edu/finance/contract-review> ) prior to the Speaker's signature;

- b. The Department should ask the Speaker to return-email a scanned pdf of the signed Letter.
- c. Once the Department obtains the Speaker-signed Letter, the Department will process it as follows:
- d. If the honorarium is \$100 or less, email the Speaker-signed letter to [Purchasing@uvm.edu](mailto:Purchasing@uvm.edu) and Purchasing Services will obtain the authorized UVM countersignature and return email the fully signed letter to you. This payment request can then be processed through a Disbursement Center Check Request form.
- e. If the honorarium is over \$100, attach the Speaker-signed letter to a requisition and submit it in PeopleSoft in advance of the event date. Purchasing Services will obtain the authorized UVM countersignature and email the fully executed Letter and the Purchase Order to the Department for the Department's use and for forwarding to the Speaker.
- f. For payments to foreign nationals, email the Speaker-signed letter to [Purchasing@uvm.edu](mailto:Purchasing@uvm.edu) and Purchasing Services will obtain the authorized UVM countersignature and return email the fully signed letter to you. Payments to foreign nationals are processed through a Disbursement Center Check Request form sent to Tax Services.

It is imperative that the Letter is fully executed prior to performance to avoid exposure to UVM.

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Questions regarding templates or purchase orders, please contact  
Purchasing at: [purchasing@uvm.edu](mailto:purchasing@uvm.edu) or 802-656-6610

Questions regarding invoices or payment, please contact the  
Disbursement Center at: [disburse@uvm.edu](mailto:disburse@uvm.edu) or 802-656-4192