2026 FLE In-Person Training

Host Request and Agreement

Christy Jo Hendricks, IBCLC, RLC
Lactation University

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This Agreement

This Speaker Agreement ("Agreement") is entered into between **Christy Jo Hendricks** and

Host Organization: _____ Dates: _____

Contact: _____ phone: _____

Email for contact: _____Email for PO_____

Address: _____

1. Scope of Work

The **Speaker** agrees to provide:

- 8 hours of recorded content with handouts (to be completed prior to the live FLE training)
- 2 consecutive, 9 hour days of live, in-person training (9 hour schedule includes 1 hour lunch)
- A Student Manual and teaching supplies (valued at over $150) for each attendee
- A Certificate of Attendance for 24 Cerps from IBLCE (2 E-Cerps, 22 L-Cerps)
- Additional resources, handouts, links and private social media networking group invite

2. Compensation

The **Host** agrees to provide:

- Registration fees for a minimum of 10 students at the rate of $650 per attendee: Organization plans to enroll _____ students for $_____
- Additional community members/perinatal professionals may be invited to meet the minimum or receive the education (host's preference). □ Open to Community □ Private Training Only
- Registration and fees are due at least three weeks prior to the training (additional students can be added up to 3 days prior to the training)
- Purchase Orders will be honored, and payment is due within 10 days after the event
- Payment method: Check Credit Card Online QB Payment

3. Travel & Lodging (If Applicable)

- Registration for a minimum of **20 students** at the rate of $650, OR hotel accommodation for 2 nights OR reimbursement for 2 nights' stay.
- Reimbursement OR direct booking for airfare, ground transportation, and parking for out-of-state (California) Training

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4. Materials & Deliverables

Speaker will provide:

- Course information, CERPs, Supplies
- Online or email registration of attendees
- Presentation materials via laptop, USB drive, or digital format.

5. Facilities, Audio/Visual & Technology

Host will provide:

- Beverage service daily (coffee, water and tea)
- Access to training room at least 45 minutes prior to start time (or if possible the day before)
- Room arranged with tables and chairs to comfortably accommodate a minimum of 20 attendees
- High-speed internet and wi-fi connection for streaming online content
- AV (projection screen or monitor, microphone, cables, connectors, etc.)

6. Publicity & Promotion

Speaker will provide marketing and promotional materials. **Host** and **Speaker** collaborate on event promotion internally and externally through social media and email communications.

7. Ethical Standards

Speaker retains full copyright of LU Intellectual Property and course materials. Both parties agree to uphold the WHO Code and avoid conflicts of interest or product endorsement.

8. Cancellation & Force Majeure

- **Speaker** cancellation: If presenter cancels due to an emergency or circumstances beyond their control, they shall notify Host immediately. No compensation will be due, and both parties will be released from further obligation.
- **Host** cancellation: If Host cancels for reasons within its control, they must notify the Speaker immediately. If the Speaker has incurred travel expenses from non-refundable flights made in good faith, Speaker shall be reimbursed for the non-refundable travel reservations.
- **Force majeure**: neither party is liable for uncontrollable events.
- **Students who are unable to attend** can transfer their registration or they can attend a future in-person or online FLE training within 1 year of the original date.

This Agreement represents the full understanding and may only be modified in writing.

Host Representative:	Speaker:
Name: _____	Christy Jo Hendricks, IBCLC
Signature: _____	Signature: _____
Date: _____	Date: _____

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