

Post Carbon Institute

Speaker Honorariums and Requirements

The following guidelines are general terms that Post Carbon Institute requests of those interested in retaining a Post Carbon Institute speaker to deliver a presentation. ***This is not a contract.*** Final terms of speaking engagement contracts are negotiated between Post Carbon Institute and the event organizer(s) on a case-by-case basis only.

Honorarium and Expenses

Speaker honorariums are determined based on a number of factors including the speaker's schedule, time allocated for presentation, location of event, supply and demand, and other factors. If you do not offer a specific honorarium, we will send you a quote for an honorarium upon receipt of a Speaker Request Form from you. We currently use the following ranges for honorariums; these ranges are guidelines only, and are subject to change without notice:

- For **Richard Heinberg** we ask an honorarium of \$5,000 to \$10,000 plus travel, accommodations and incidentals for in-person presentations. For internet video (webcast presentations) we ask an honorarium of \$1,000 to \$3,000. (Richard Heinberg is based in Santa Rosa, California.)
- For **Daniel Lerch** or **John Kaufmann** we ask an honorarium of \$1,000 to \$5,000 plus travel, accommodations and incidentals for in-person presentations. For internet video (webcast presentations) we ask an honorarium of \$500 to \$1,000. (Daniel Lerch is based in Portland, Oregon and John Kaufmann is based in Salem, Oregon.)

In some cases, the actual price quote may be above or below the stated range; for example, speakers may at times be available at lower honorariums for events that require little or no travel, or require higher honorariums for extended or distant travel. For an exact fee quote, or to inquire about other speakers affiliated with Post Carbon Institute, please contact the Speakers Bureau at **events @ postcarbon.org**.

Deposit and Payment

A deposit is required upon reaching an agreement with the Post Carbon Institute Speakers Bureau. The required deposit is either 30% of the requested honorarium **or** confirmation of pre-paid travel and accommodation arrangements.

Full payment of the honorarium and reimbursement of incurred expenses is due upon your receipt of a final bill from Post Carbon Institute, which we will send to you within 14 days following the event.

Services Provided

Post Carbon Institute will provide the following services upon agreement of a contract and receipt of the honorarium deposit:

- **Presentation:** Keynote, panel, or workshop presentations 30-90 minutes in length (as requested by event organizer). This time includes any question-and-answer session.
- **Availability for news media interviews:** The speaker can be made available in the weeks prior to your event for phone interviews, and on the day of your event for in-person interviews. Event organizer is responsible for organizing any interviews and providing speaker ample notice.
- **Supporting materials:** We will supply digital photos, biography, and presentation synopsis upon request.

Technical Requirements

The event organizer is responsible for providing the following:

- **In-person presentations:**
 - A computer to run the presentation and projector. Computer must have software capable of running Microsoft PowerPoint 2003 or later.
 - A digital projector and screen (or other suitable surface) for projecting the presentation.
 - A microphone and speaker system for audiences of more than 20 people.
- **Internet video (webcast) presentations:**
 - A computer to run the presentation and projector. Computer must have a broadband internet connection and internet browser software per the requirements listed at <http://support.webex.com/support/system-requirements.html>.
 - A digital projector and screen (or other suitable surface) for projecting the presentation.
 - A sound system to amplify audio from the webcast presentation. A computer-compatible microphone for audience members to ask questions of the speaker is also preferred.
 - Event organizer must be available for a 30 minute tech run-through with Speakers Bureau staff one week prior to the event.

Accommodation and Travel Requirements

For events that require speaker travel, the organizer is responsible for providing or arranging for the following:

- Transportation between point of arrival, hotel and event site.
- Non-smoking room with internet in a minimum 3-star hotel near the event site (if overnight stay is required).
- Access to vegetarian meals.

Contact

For any questions please contact our Speakers Bureau at **events @ postcarbon.org** or 707-823-8700.

To submit a request for a speaker, please fill out the Speaker Request Form at <http://www.postcarbon.org/speakers-bureau> or mail the form to us at:

Post Carbon Institute, attn: Speakers Bureau
500 N Main, Suite 100, Sebastopol, CA 95472

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