



Thank you for your interest in Families and Work Institute's *FWI Speaks* program. Our speakers participate in numerous presentations, conferences and or speeches each year.

Families and Work Institute's *FWI Speaks* was created to ensure the delivery of a high quality speaking program. Therefore, we request that you provide us with detailed information about your upcoming event on the attached **FWI Speaks Presentation Form**. For your information, attached are bios of *FWI Speaks* presenters.

FWI Speaks works with you to customize presentations to meet your organization's goals. Fees to retain our speakers range from \$1,500 to \$10,000 depending upon the level of involvement, time commitment, and whether the organization is a corporation or non-profit. The full honorarium includes a hundred copies of one of FWI's books, related to the topic about which they speak. However, FWI does not make decisions on accommodating speaking requests solely on whether or not an organization can meet this honorarium. Every request is reviewed and considered.

As part of our policy, Families And Work Institute expects the following:

- Speaker's travel, meals and accommodation expenses related to this engagement are covered in full by your organization.
- Both parties will sign a contract or agreement for speaking services.
- After a contract or agreement has been signed, in the event of a cancellation by you, a 10% penalty will be incurred, however if the event is cancelled within two weeks prior to the engagement the penalty will be 50% of total specified in contract or agreement.
- FWI will have the opportunity to inform attendees at the presentation about Families and Work Institute's work by distributing handouts on related publications or conferences that may be of interest to attendees.

If you need additional information please feel free to contact me at (212) 465-2044 ext. 212 or via Email: mgriffith@familiesandwork.org I look forward to hearing from you so that we can consider this request.

Thank you for your interest in the FWI Speaks Program.

Sincerely,

Marline Griffith
FWI Speaks Coordinator