

MIND in the Making

Thank you for your interest in *MITM Speaks*. *MITM Speaks* participates in numerous presentations, speeches and conferences each year.

Mind in the Making's speaking program, *MITM Speaks* was created to ensure the delivery of a high quality presentation. Therefore, we request that you provide us with detailed information about your upcoming event on the attached ***MITM Speaks* Presentation Form**.

MITM Speaks works with you to customize presentations to meet your organization's goals. Fees to retain *MITM Speaks* include travel costs as well as an honorarium — the amount of which depends upon the level of involvement and time commitment required. Typically, *MITM Speaks* receives \$10,000 from corporations and \$7,500 from non-profit organizations. The honorarium includes complimentary copies of *Mind in the Making* book. Mind in the Making does not make decisions on accommodating speaking requests solely on whether or not an organization can meet the honorarium. Every request is reviewed and considered.

Mind in the Making makes every effort to meet the requests of all organizations that would like to have a member of our team share their insights as a speaker. However, there are times due to issues related to scheduling, travel, and intended audience that we might not be able to connect you with the specific speaker you request. In those instances, we will suggest another member of our team who is available during the dates you request and/or who has an in-depth knowledge of the topic or group(s) that you wish to address. We also encourage you to consider the option of distance presentations, for example webinars and conference calls, which offer more flexibility in scheduling and reduced travel costs.

Mind in the Making requests the following when engaging *MITM Speaks*:

- All travel, meals and accommodation expenses related to this engagement are covered in full.
- 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.
- The opportunity to inform attendees at the presentation about Mind in the Making's work by distributing handouts on related publications or events that may be of interest to attendees.

If you need additional information feel free to contact me at *tel* 206-957-0156 *mobile* 206-482-9882 or via email: mgriffith@bezosfamilyfoundation.org I look forward to hearing from you so that we can consider this request.

Thank you for your interest in *MITM Speaks*.

Sincerely,

Marline Griffith
Executive Assistant, MITM