

Contract for Speaker Services

Contract **C25-26-US011**

1. The Parties

This document sets out the service agreement between

Outside Pin:

Outside Pin Consulting Ltd.
751 Channelview Drive
Bowen Island, BC
V0N 1G1
CANADA

and the Client:

Organization Name:	Springfield Public School District 186
Street Address:	3063 Fiat Ave
City, Province, Country:	Springfield, IL, USA
Postal/Zip Code:	62703
Main Contact Name:	Ward Lamon
Main Contact Email:	wlamon@sps186.org
Secondary Contact Name:	Amelia Zibutis
Secondary Contact Email:	azibutis@sps186.org

2. Services

Engagement Details

Speaker/Facilitator:	Dr. Shelley Moore
Event Name:	Empower All Abilities Conference
In-person Workshop Date(s):	November 15, 2025
Event Address(es):	Lanphier High School 1300 North 11th Street, Springfield, IL 62702
Start Time/ End Time: <i>(6 hours max including a 1-hour lunch and 2 - 15 min break)</i>	8AM – 12:30PM
Required Equipment:	The Client must supply a screen, projector, speaker & mic (handheld or lapel), WIFI connection and onstage computer input.
Arrival Time:	The facilitator will arrive for the session 15 minutes prior to the start time.
Session Topics & Descriptions:	A member of the Outside Pin Consulting team will reach out to the Client 30-60 days before the event to discuss logistics, audience, goals for the session. Following the meeting, the client will receive session topic(s) and description(s).
Handouts & Materials:	Slides, handouts and other relevant resources will be shared following the session. Note: materials will not be shared in advance of the session due to Shelley's responsive approach to facilitation.

Recording and Hosting

In-Person Events

Recording of the speaking engagements outlined in this agreement is not permitted.

3. Fees & Expenses

Outside Pin will invoice the Client following the final session in this contract. The Client agrees to provide Outside Pin with full payment of fees and expenses outlined in this section within 30 days of receipt of the invoice.

In Person (US)

The following fees are in US Dollars and are inclusive of travel and expenses.

Speaking Fee:	\$12,000
Recording Fee:	N/A
Total:	\$12,000 USD

4. Cancellation Policy

In-Person Events

If the Client cancels engagement for any reason, they will be liable for the speaker's non-recoverable travel expenses. If Outside Pin cancels for any reason, the organization will not be liable for any speaking fees or expenses.