



Speaking Engagement

- a. **Training Specifications:** The coordination and funding for the training space is the sole responsibility of Client. To ensure quality training, the training space should be arranged as follows. Each meeting room should be able to comfortably accommodate all participants with adequate seating. To provide a quality presentation, the following pieces of equipment should be provided, set up, and tested for function prior to the start of the training:
 - LCD Projector
 - Chart Paper and Easel
 - Other equipment/materials required by the Trainer as per agreement with Client, provided in writing at least three (3) weeks before training.
- b. **Fee and Payment:** Client agrees to pay AVID Center for the Speaking Engagement according to the Quote/Order or Subsequent Quote/Order. AVID Center will invoice Client after the training has taken place, and payment shall be made within thirty (30) days from receipt of invoice.
- c. **Cancellation Clause:** If this training is canceled by Client after execution of the agreement, the liquidated damages owed to AVID Center will be 25% of the contract fee listed in the Quote/Order or Subsequent Quote/Order.

October 23, 2023