



Nanette S. Zeller

Mixed-Media Textile Artist ~ Art Quilter ~ Author ~ Instructor

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VIRTUAL LECTURES AND WORKSHOPS

The following document is for informational purposes only.

VIRTUAL PRESENTATIONS: Lectures can be presented on either the Presenter's Zoom account or the group's account. Workshops are presented on the Presenter's account. Presentations (lectures and workshops) will include both live and pre-recorded segments to provide participants with interactive attention and high-quality instruction. When applicable, supplemental materials will be presented via pdf files. *Multi-group presentations are welcome; both groups must sign the contract and assign one as the lead contact.*

- If applicable, Presenter will provide the Zoom link no later than 7-days prior to the presentation. Unauthorized sharing of log-in information is a method for cyber criminals to gain access and disrupt presentations. Links should only be shared with registered participants and never posted on public or unsecure websites or social media platforms. Participants are encouraged to have the most current versions of Zoom and virus protection software installed prior to the presentation. Presenter is not responsible for hacked presentations.

The Presenter will have the meeting space available 30-minutes prior to start of the presentation. So presentation starts on time, participants are encouraged to sign-in early and get comfortable with their set-up/connection. Presenter is not responsible for internet access issues (e.g., lagging or dragging video/audio, frozen or pixelated images, dropped connections, etc.).

- Organization is responsible for designating at least one attendee to co-host/moderate the presentation and assist with participant questions.
- Presenter maintains all rights and ownership of all content and recordings. Participants may not record or photograph, by any means, any portion of the presentation.
- In the event of technical difficulties due to weather, power outages, equipment failure, etc, every effort will be made to reschedule the presentation as soon as possible, at a mutually agreeable time.
- Presenter will invoice the Organization 2-4 weeks before the presentation. Payment is due no later than 14 days following the presentation. **Method of payment:** *Checks (preferred) or online payment with an additional 15% processing fee (e.g., PayPal, Square, Venmo, Zelle, etc)*

FEES:

Lectures: Fee \$400 /organizations zoom or ≤ 100 attendees. Additional \$150 for groups 101 to 200 max attendees using presenter's account. 1-hour presentation which includes live interactive question and answer period.

Workshops: Unless otherwise arranged, students will supply their own materials and equipment. Includes live questions and answers during the presentation, plus wrap-up and "show and tell" at the end.

Full-day (up to 6 hours): Fee \$700 / up to 20 students.

Half-day (3-4 hours): Fee \$500 / up to 20 students

Cancellations: Both parties reserve the right to cancel the lecture/workshop without penalties **no later than 30 days prior** to program date. Cancellation due to insufficient enrollment must be made **no later than 30 days prior** to the event. Cancellations less than 30 days require full payment. In the event of illness, accident, act of God, or other unavoidable circumstances where the Presenter cannot be present or the program cannot occur, it is agreed that following written notification, this contract shall be deemed void, and there shall be no claim for damage by either party. Unless otherwise addressed, cancellations of workshops within 7 days of the event will require a cancellation fee of \$100 and payment of any out-of-pocket expenses incurred.



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IN-PERSON LECTURES AND WORKSHOPS

The Following document is for informational purposes only.

IN-PERSON PRESENTATIONS:

Lectures: Unless otherwise arranged, Organization will provide video projector with screen and, when necessary, tables for presenter to place trunk show quilts and other items.

Workshops: Unless otherwise arranged, students will supply their own materials and sewing machines. Room will be set up to include worktables and appropriate electrical connections. Supply lists and specific room requirements will be provided by presenter no later than two months prior to workshop.

Items for sale: Presenter may bring items (books, magazines, supplies, etc) available for purchase to participants.

Travel expenses: Travel expenses from Southern Pines, NC will be reimbursed by the organization. Whenever possible, presenter will use her personal vehicle for transportation. Vehicle mileage will be reimbursed at current IRS mileage rate.

If air travel is deemed necessary, all attempts will be made to accommodate the required arrival time at the most economical price with the understanding that flight options may be limited due to availability. Flight arrangements will be confirmed with the Organization prior to booking. Once booked, air fare expenses become the responsibility of the Organization. Unless provided, all subsequent local ground transportation will be reimbursed by the organization.

Overnight lodging: If necessary, overnight hotel accommodations will be paid/reimbursed by the organization. To be best prepared for programs, presenter kindly requests that private homes not be used for overnight accommodations.

FEES:

Lectures: Fee \$400

Workshops: Unless otherwise arranged, students will supply their own materials and equipment. Includes live question and answers during the presentation, plus wrap-up and show and tell at the end.

Full-day (up to 6 hours): Fee \$700 / up to 20 students.

Half-day (3-4 hours): Fee \$500 / up to 20 students

Cancellations: Both parties reserve the right to cancel the lecture/workshop without penalties ***no later than 30 days prior*** to program date. Cancellation due to insufficient enrollment must be made ***no later than 30 days prior*** to the event. In the event of illness, accident, act of God, or other unavoidable circumstances where the Presenter cannot be present or the program cannot occur, it is agreed that following written notification, this contract shall be deemed void, and there shall be no claim for damage by either party. Unless otherwise addressed, cancellations of workshops within 7 days of the event will require a cancellation fee of \$100 and payment of any out of pocket expenses already incurred.