

BLACK HAT USA 2012 SPEAKER AGREEMENT INSTRUCTIONS

Use one form per presentation. If you are speaking on two presentations and being paid for both, you will need to complete two agreements. All payments are net 45 after the conference. If you are missing documentation or some portion was incorrectly completed, it may result in a delay in payment. ALL FORMS MUST BE SUBMITTED NO LATER THAN July 24, 2012.

NOTE: All Sponsor employed speakers DO NOT qualify for reimbursement for hotel/travel or the honorarium however you must still complete the agreement.

There are five pages in this document:

1. This Instruction Page
2. Speaker Agreement
3. W8BEN tax form (to be completed by foreign nationals who DO NOT have a SSN)
4. W9 tax form (to be completed by US Citizens and foreign nationals who have an SSN and who are residing in the US)
5. Wire Transfer form (to be completed by foreign nationals who wish to be paid via wire transfer)

The Speaker Agreement is fairly straightforward – fill in the blanks, mark the appropriate boxes and sign.

- These are the sections that need to be completed: **[A], [E], [F], [G]**
- Under **[F] Fee** there are three items that need to be completed.
 - F4 should be the honorarium only
 - F5 should be the travel owed if you booked your airfare - \$0 if Black Hat booked it and not to exceed \$1000
 - F6 should be the total from F4 and F5.
 - If you are to be wired funds in a foreign currency, the amount would be from xe.com on July 26 for the honorarium and the amount from xe.com on the date of the booking of the ticket. You may leave it blank and we can do the conversion of desired.

Required Paperwork for each speaker being paid:

- ☐ **Speaker Agreement**
- ☐ **W8 or W9 Tax Form**
 - If you have presented for us within the last 18 months and the form on file has your most current mailing address, you DO NOT need to send in a new form. If in doubt, complete a new one. Payment via checks will be sent to mailing address on the tax form.
 - If you are a foreign national and do not have a SSN, complete the W8
 - If you are a foreign national with a valid SSN, complete the W9
- ☐ **Receipts (if applicable)**

If you booked your own airfare and am seeking reimbursement, please provide a copy of the receipt, otherwise you do not need to provide anything.

Payment

- a. If you are a US Citizen, you will receive payment via check only which will be sent to the address on the tax form. UBM does not EFT to US bank accounts.
- b. Foreign nationals without a US domestic bank account will receive payment via wire only. To be paid via bank wire please complete the bank wire form in its entirety.

**All documents may be sent to ping@blackhat.com or faxed to: +1 206 219 4143
Electronic Signatures are not accepted.**

**You may snail mail to:
Black Hat – Speaker Management – 2608 Second Ave, #297, Seattle, WA 98121**

Please email cfp@blackhat.com if you have any questions.

2012 Black Hat Briefings Speaker Agreement

[A] Presentation Information:

This will serve as our agreement for you to speak on the following presentation at our event: USA 2012

Presenter Name:

Name of Presentation:

[B] Presentation Ownership and Copyright

The instructor retains copyright and ownership of all presentation materials, and hereby gives Black Hat permission to reproduce and republish for the creation of delegate materials including books, CD's/DVD's, notes, website, recordings, broadcasting etc.

[C] Accommodations

- Black Hat will provide one hotel room for a single speaker for up to three nights (one day prior and one day following the Briefings dates) unless other arrangements are agreed upon.
- Hotel will only be covered if the speaker stays at the official venue hotel.
- Black Hat will make hotel arrangements based on input from the speaker.
- Black Hat does not reimburse for incidental expenses such as room service, telephone or Internet. The speaker will be responsible for incidental expenses and will be required to provide a credit card upon check in.
- Black Hat does not reimburse for hotel incidentals, taxis, meals, car rentals, parking, tolls, etc.

[D] Travel

- One coach class airfare (up to \$1000 unless otherwise agreed) for a single speaker unless otherwise agreed.
- Black Hat does not reimburse for hotel incidentals, taxis, meals, car rentals, parking, tolls, etc.

[E] Speaker Obligations

- Provide white paper and slide presentation for publication on the conference CD by July 13.
- Submit a thumbnail headshot within 72 hours of acceptance letter.
- Timely submission of original expense receipts (travel) no later than July 27. After July 27, the speaker waives all rights and claims to be reimbursed for any travel, hotel or honorarium. Please mark the appropriate box:
 - ☐ attached
 - ☐ not applicable (mark this if Black Hat made your travel arrangements)
- Completed W9 or W8 (the name on the tax form must be the same as the 'payable to' on this contract). If you have spoken for us and received an honorarium in the last year and you HAVE NOT MOVED, you DO NOT need to resend the tax form. Please mark one:
 - ☐ attached
 - ☐ on file (you were paid by Black Hat within the last 18 months, form is no older than 18 months & reflects current mailing address)

[F] Speaker Category

1. ☐ I am a returning or invited speaker and will receive an honorarium of \$1,000.
2. ☐ I am a new speaker and will receive an honorarium of \$500.
3. ☐ I am Sponsor Employed & understand that I have complied w/requirements to receive the honorarium/reimbursement for hotel/travel as detailed in the CFP.
4. ☐ I am waiving my honorarium and am not seeking reimbursement for hotel/travel.
5. ☐ I am waiving my honorarium but am seeking reimbursement for hotel/travel.
6. ☐ I am presenting a Workshop: ☐ 225 minute ☐ 150 minute ☐ other _____ min
7. ☐ I am presenting a Turbo Talk and understand that I do NOT receive an honorarium or travel.
8. ☐ I am participating on a Panel and understand that I do NOT receive an honorarium.
9. ☐ I am the organizer of a Panel.

[G] Fee Schedule

1. Black Hat will pay the speaker a fee of \$ _____ for the indicated presentation
2. Black Hat will reimburse the speaker the amount of \$ _____ for airfare (receipt must be attached).
3. Payment will be from United Business Media via check / wire (circle one), net 45 from the end of the event, payable to the person listed on the W9/W8. In the amount of (total to include expenses and honorarium) \$ _____

[H] Signature

Agreed to by (PRINT NAME):

Signature:

Emergency Contact Info: Name of person and relation:

Tel Number:

Email: