



## Guidelines for Unpaid Speakers at Kennesaw State University

These Guidelines for Unpaid Speakers at Kennesaw State University (the “Guidelines”) describe the requirements and expectations of individuals who are (1) not enrolled at or employed by KSU and (2) are invited to contribute to the educational content of KSU courses and programs, e.g., classroom lectures, panels, and presentations, and speaker series. Such speakers are referred to throughout these Guidelines as the “Speaker” or “Speakers.” If you are interested in providing information or materials to the KSU Campus Community or otherwise engaging in expressive activities in KSU’s outdoor areas, please visit KSU’s Public Forum [website](#) to make a reservation.

**Please note:** These Guidelines are intended only for Speakers invited to contribute to the educational content of KSU courses and programs. If you (1) are solely responsible for classroom instruction; (2) are providing services or deliverables other than those described above; or (3) expect to be paid, please contact your KSU contact for the correct contract form. If your engagement is expected to last seven days or more, please contact your KSU contact and learn more about registering as a visitor [here](#).

- **Compensation.** Speakers will not receive any payment or compensation, including reimbursement for travel or lodging. If you expect to be compensated in any way, please contact your KSU Contact and inquire about the proper contract form.
- **Compliance with KSU policies.** Speakers are expected to comply with all KSU policies while on-campus or engaging with an academic course or program. Speakers who KSU reasonably determines are violating such policies or otherwise causing a health or safety disruption may be asked to leave the classroom, facility, or KSU’s campus.
- **Cancellation.** KSU reserves the right to cancel a planned engagement with a Speaker at any time and for any reason upon notice to the Speaker. If Speaker needs to cancel or reschedule for any reason, the Speaker should notify their KSU contact as soon as possible.
- **Advertising.** KSU will manage all matters pertaining to the promotion and production of any scheduled engagement, including but not limited to, advertising. KSU may use Speaker’s name, photographs, and audio/visual recordings of the lecture, speech, or presentation for non-commercial, promotional, and archival purposes. The use of KSU’s logos and name are subject to KSU’s [Visual Identity Program](#).

Thank you for your willingness to enhance the academic experience for our students! You can also find more information about getting involved with KSU [here](#).