

Guest Author Visitation Agreement

Date: _____

Author Name: _____

Author Address: _____

Dear [Author Name],

We are pleased to invite you as a guest author at [Institution/Organization Name] on [Date(s)]. This letter serves as a confirmation of your visitation and outlines the details of our agreement.

Purpose of Visit:

Your visit will include [specific activities, e.g., giving a lecture, conducting a workshop, etc.].

Compensation:

You will receive [amount] as an honorarium for your participation, along with [details of travel expenses, accommodations, etc.].

Responsibilities:

During your visit, we request that you:

- Present your work on [specific topics].
- Engage with students and faculty in discussions.
- Provide signed copies of your latest publication for our library.

Duration of Visit:

Your visitation is scheduled from [start date] to [end date].

Please confirm your acceptance of this agreement by signing below. We look forward to your valuable contributions to our community.

Sincerely,

[Your Name]

[Your Title]

[Institution/Organization Name]

[Contact Information]

Acceptance

I, [Author Name], hereby accept the terms and conditions outlined in this Guest Author Visitation Agreement.

Signature: _____

Date: _____