

Co-Author Agreement for Conference Presentation

Date: [Insert Date]

To: [Co-Author's Name]

[Co-Author's Address]

Dear [Co-Author's Name],

We are pleased to confirm our agreement regarding our joint presentation at the upcoming [Conference Name] scheduled for [Conference Dates]. This letter outlines our understanding and agreement regarding our collaboration on the presentation titled "[Presentation Title]."

Roles and Responsibilities

- [Your Name]: [Your Responsibilities]
- [Co-Author's Name]: [Co-Author's Responsibilities]

Authorship and Acknowledgment

We agree that both of our names will be included in the presentation materials as co-authors, and appropriate acknowledgment will be given during the presentation.

Intellectual Property

We agree that all intellectual property created in connection with the presentation will be shared equally and appropriately credited to both authors.

Conference Registration

Both authors will register for the conference and cover their own expenses unless otherwise agreed.

Please sign below to indicate your agreement to the terms outlined in this letter.

Best regards,

[Your Name]

[Your Position/Title]

Agreed and Accepted by:

[Co-Author's Name]

Date: _____