

## KSU International Lecture Agreement Instructions

The KSU International Lecture Agreement should be used for lectures that contribute to, or form a part of, the educational content of KSU courses and programs: i.e., class lectures, classroom presentations, or general presentations to students and faculty. It is a fixed, short-term agreement with an individual or entity.

1. Complete the KSU International Lecture Agreement Routing Form, indicating “Not Applicable” (or “N/A”) as needed. An incomplete or incorrect routing form will delay payments to Lecturers, as follow-up will be required with the department contact person. Attach any documentation that supports your answers, as indicated. (Note: if A/V services are required, then MDG approval must appear on Routing Form and, in addition, an electronic Project Request Form – AV Project Services, must be submitted to MDG. <https://web.kennesaw.edu/mdg> )

2. Using the AGS System, determine whether the Lecture is already in the system or whether the Lecturer should complete a Vendor Registration Form, Foreign National Information Form (FNIF) and W-8BEN Form.

3. Complete the KSU International Lecture Agreement (if this is the appropriate agreement form, as determined by answers to questions in the Routing Form). Please note the following tips:

- **Agreement must be reviewed by KSU’s International Tax & Residency Officer Nancy Sanders at ext. 3536. Agreements with foreign nationals are not valid without approval from the International Tax & Residency Officer.**
- The Lecturer name is the legal name of the vendor. This name must match the name on the Vendor Registration Form.
- Contact Information: The KSU Contact is the project manager (the individual hosting or arranging the lecture).
- Lecturer’s Representative: This is only used if the Lecturer has an agent or broker (if not then indicate N/A).
- It is recommended that the total amount of compensation include all costs (travel, food, lodging, ground transportation, etc...). If the performer’s accommodations will be paid directly to the hotel, please note this on the KSU International Lecturer Agreement and advise the hotel. This will expedite payment of the bills. If the bill does not reference a KSU department contact, then Business Services will not be able to determine who is responsible for authorizing payment so that the check can be issued.
- For agreements of \$5,000.00 or greater, the agreement must also be signed by the University Procurement Officer, after the Routing Form is complete (including any Mandatory approvals) and the Lecturer has signed the agreement (plus Vendor Registration and W-8BEN Forms, if necessary).
- Any **Riders** or **Terms & Conditions** that the Lecturer provides must be approved by the KSU **Legal Department** at [contracts@kennesaw.edu](mailto:contracts@kennesaw.edu) before being signed.

4. Notifications needed in addition to the Routing Form Approvals:

- When using a **meeting room** on campus, other than a regularly scheduled classroom, forward a copy of the Agreement to **University Events** at [events@kennesaw.edu](mailto:events@kennesaw.edu) or MD #9102.
- If **Security** is needed, forward a copy of the Agreement to **Public Safety** at MD #2001.
- If **Catering** is needed, forward a copy of the Agreement to **Campus Dining and Culinary Services** in Auxiliary Services at MD #4000.

**Be sure that agreement copies reach the above departments in plenty of time to adequately plan and provide for the event.**

5. Create an **AGS Issue Payment** and forward the completed agreement, routing form, invoice (if applicable) and other supporting documentation to Accounts Payable, MD #9110.