

**Texas Library Association
Instructions for
Electronic Speaker(s) Agreements**

District Meeting Program Planners will need to enter all negotiated upon terms between your Unit and TLA Speaker(s) into the online District Meeting Event Form. Once the information is entered and imported by the TLA Staff, a PIN number will be generated for each new speaker. At that point you can relay these PIN numbers to your speakers.

Speakers PIN numbers can be found on the District Meeting Event Form under the Members Only Section.

- Log in as you normally do to view the District Meeting Event Form. Select District Meeting Event Form and choose your first event.
- Go to the "Speaker/Hospitality Arrangements" section. You will see all of your speakers listed with their PIN number(s) above each of the speaker's names.
- You will need to make a note of each unique PIN number that corresponds to each speaker. The PIN number connects the speaker to each event for which he/she will speak (even if the speaker is presenting at multiple programs), as long as the name is entered identically for each event.
- You can give this PIN number to your speaker(s) and direct them to this link: <https://secure.txla.org/secure/events/eventMtgSpeakerLogin.asp> where they will be asked to log in using their PIN number and last name.
- At this point, a link to a contract will appear for each event for which they are speaking which will contain whatever details you have input.
- Speakers will then have the option to review all the information in the contract and either accept the terms, or contact you, as the planner, to make changes. Speakers will receive an email confirmation summarizing each speaker contract they accept. If they want a hard copy of the entire speaker contract, they will need to print the file while they are still online and when they actually have the contract open.

Once the contract is accepted, no further revisions or additions can be made to the speakers section of the District Meeting Event form. If additional changes are necessary, you will need to contact Elise Wright, in writing at elisew@txla.org so she can manually input that updated information.

If your speaker is not comfortable transmitting his or her social security number over the Internet (even though it is a secure site), we have provided a link to the IRS form W-9, "*Request for Taxpayer Identification Number*" that may be mailed to the TLA office.