



Website: www.directpayinc.com

Phone: (800) 326-9897

Email: scarey@directpayinc.com

DirectPay Webinar Presenter Agreement

We're so excited to feature you as an expert presenter in a webinar to our audience. We know our community will benefit from your expertise!

Please read through this packet and sign and return the Presenter Agreement on the last page to scarey@directpayinc.com. You can also fax this document to (631)234-1989.

If you have any questions, please contact scarey@directpayinc.com or call **(800) 326-9897**. We are so grateful for your participation!

Presenter Name:

Topic:

Date / Time:

About DirectPay:

Mailing List:	12,000+ small business owners
Average Registration:	150-200 sign-ups
Average Attendance:	38%
Recording Views*:	50-60 per event
Platform*:	GoTo Webinar

* This event will be hosted and recorded on our GoTo Webinar system. A quick (5-10 minutes) test call on the technology will be scheduled for the week of the event.

DirectPay Promotion

Here's a list of what we will need to promote your web event:

Short Description (up to 50 words): *1 month before the event*

Long Description (up to 500 words): *1 month before the event*

Presenter Image/Logo and any other desired images: *1 month before the event*

Email Blast #1: *2 weeks before the event*

Email Blast #2: *1 week before the event*

Facebook Post #1 (optional*): *1 week before the event*

Facebook Post #2 (optional*): *2 days before event*

Note: Depending on your webinar date, we may promote to our partner communities at live events as well.



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PowerPoint Presentation*: *Send to facilitator no later than Monday before the event*

** Our events are run as webinars so we love our presenters to have some great slides, web pages, etc. to share with our community. We are happy to assist you in creating a presentation!*

Presenter Promotion

In addition to promoting the call to our audience via our website, email blasts and social media presence, we ask that you send **1 dedicated email blast** about the event to your list 1-2 weeks before the scheduled date.

DirectPay will provide you with the registration link for this mailing. For your webinar, we recommend mailing on one or more of the following dates:

[Option 1]

[Option 2]

[Option 3]

Please confirm which date you will send your mailing with your facilitator, Liz Christoffersen at liz@go2ecg.com.

If applicable, we also ask that you **include 2 or more posts on your social media profile(s)** (including Facebook and/or Twitter) promoting the event. These should be posted the week of the scheduled date.



Website: www.directpayinc.com

Phone: (800) 326-9897

Email: scarey@directpayinc.com

To:
From:
Date:
Re: Event Date/Topic:

Thank you for agreeing to present a webinar to our community of small business owners. This letter will serve as a letter of agreement between DirectPay and **[Name]**.

You have contracted with DirectPay to present **[Topic]** on **[Date]** at **[Time]**. This presentation will be 60 minutes in duration and will be hosted on the DirectPay GoTo Webinar system. DirectPay will handle collecting registrant names and delivering the access information for the call.

DirectPay and **[Name]** will provide mutually-agreed marketing for this event as indicated in this document.

All materials presented by **[Name]** will not be recreated or redistributed by DirectPay. However, DirectPay has permission to record this webinar for replay by their registrants. Any other use or re-purposing of this recording will only occur with written permission of **[Name]**.

[Name] has the permission of DirectPay to create and highlight a special offer for our community on the last 15 minutes of the webinar. This offer should be brief, to the point and follow the main presentation so as not to distract from the learning material presented.

At your earliest convenience, please sign a copy of this agreement and scan/email or fax it to Shea Carey at scarey@directpayinc.com or **(631) 234-1989**. DirectPay will return an executed copy of this agreement for your records.

Please keep in mind that this date can only be held for your event with the return of this agreement.

Thank you again for presenting your content with DirectPay. We look forward to an educational and motivational event.

[Name]

Shea Carey

[Company]

DirectPay Marketing Director

(signature)

(signature)

(date)

(date)