



GIS-T Instructor Agreement

I, _____ agree to participate as an Instructor for a workshop to be held in conjunction with the 2008 Geospatial Information Systems for Transportation Symposium. The AASHTO Task Force for the Geographic Information Systems for Transportation Symposium will handle the copying of printed handout material and their shipping to the conference site. The Instructor will provide copies of the handout material to the committee four weeks prior to the conference.

The Instructor will assume the cost of developing transparencies, slides or other presentation materials. The Task Force will have available a room for the workshop equipped with an overhead projector and a projection device for computers. If the Instructor intends to use a PC with presentation software such as PowerPoint, then you need to bring your own notebook/PC with the appropriate software already on it. Other equipment will have to be negotiated with the Task Force. Unless noted below, the Task Force assumes that the costs of appearance, travel, hotel accommodations, course development, and the Instructors time will be provided at no charge to the Task Force. The reproduction of handout materials and shipping will be handled as the discretion of the Task Force unless otherwise noted. Fees charged to students as part of the workshops shall become the assets of the Task Force to cover the costs of the workshops as well as the Symposium. Instructors need to send in receipts for previously agreed to costs by May 1, 2008. Unless otherwise noted below, the instructor agrees that none of the costs associated with the workshops will be charged to the Task Force member agencies or the Symposium sponsors or co-sponsors. Also, the conditions of this agreement shall apply to all instructors assisting with the workshop.

Special Conditions:

Questions concerning this agreement shall be directed to the Workshop Chairman.

Signed:

Date: