

# VIRTUAL TEACHING CONTRACT

Lyric Montgomery Kinard

This contract is between

Lyric Kinard

102 Kilmorack Dr. Cary, NC 27511

919-656-6398, [lyric@LyricKinard.com](mailto:lyric@LyricKinard.com)

and

## **Guild Name**

Location: Virtual

TIME ZONE:

Web Site:

## **Guild Contact 1 - Name:**

Position:

Address:

Phone:

Mobile:

e-mail:

## **Guild Contact 2 - Name:**

Position:

Address:

Phone:

Mobile:

e-mail:

## **Virtual Live LECTURE Title**

\$\_\_\_\_\_

Date:

Time:

*Guild's zoom account unless arranged otherwise*

## **Virtual Live WORKSHOP Title**

Length of workshop:

Cost to Guild:

Date(s):

Time and Time Zone:

*Lyric's zoom account only*

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## **VIRTUAL LECTURE/PROGRAMS:**

1. Guild will host on their zoom account unless agreed otherwise.
2. Meeting link will be sent to Lyric as soon as it is created, at least 1 week before date.
3. Guild is responsible for sending link to members, being careful no to post the link to public forums or to non-guild members.
4. The guild will designate an attendee to help participants with access issues.
5. Lyric is not responsible for Guild member's internet access and connectivity issues.
6. It is preferable to have Lyric present the program within 30 minutes of start of meeting.
7. Combined lectures/programs with another guild are encouraged for guilds under 50 members for up to 150 attendees. Both under-50 guilds may split the combined cost equally but both must sign the contract and designate one guild as the "lead guild for all technical, payment, and communication purposes.
8. There will be an additional fee of \$200 if a lecture/program is shared by guilds of over 50 members. The original hiring guild will be responsible for sending in one payment.
9. Participants may not record or photograph any portion of Lyric's presentation.
10. Lyric is happy to pop in to any previous guild zoom meeting to say hello and advertise upcoming programs and workshops.

## **VIRTUAL LIVE WORKSHOPS:**

1. Maximum enrollment for workshops is 20 students per class.
2. 4 additional students can be added for an additional fee of \$25 per student.
3. Each virtual classroom seat is good for ONE viewer (students may not "sit in" if they have not paid their own fee for classes.)
4. Lyric will host her workshops on her own zoom and online platform.
5. Lyric will send advertising materials and supply lists to the guild as soon as possible after booking.
6. Guild representatives are responsible for advertising Lyric workshops as much as possible. They are free to open class seats to attendees outside the guild.
7. Lyric classes may not be recorded and kept by any attendee. Lyric keeps all rights to any recordings and content of her presentation.
8. If the class offers or requires a kit students will order directly from Lyric online shop. Lyric will set a cut-off date for ordering kits in order to allow time for shipping.
9. Class participants will be working in their own locations and supply their own internet access and devices. Lyric is not responsible for their internet quality and connectivity issues.
10. A guild member should be designated as a contact person for class members who are having trouble connecting to the course.

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## CANCELLATIONS

If the hiring entity cancels a virtual workshop **three weeks** before the scheduled date, due to lack of enrollment, the hiring entity is responsible for paying 50% of Lyric's contracted fees. Please contact Lyric well in advance of this deadline so that she can help you with advertising if you are willing to open enrollment to members outside your group.

Neither party shall be held to this contract if the lecture/workshop is cancelled due to illness, accident, act of God or unavoidable circumstances. Both parties will make every effort to reschedule. Lyric keeps a list of teachers who can fill in at the last minute with similar offerings at the same price if Lyric is the cancelling party. If technological difficulties occur such as power outages or equipment failure, every effort will be made to reschedule if possible.

**Total Fees: \$      USD**

**PAYMENTS** are due **BEFORE** presentation/workshop via **check or Venmo or Paypal**. Lyric will hold the payment in escrow until services are completed and refunded if services are cancelled as outlined below. There will be a \$10 per day fee for late payments.

I have read this contract, and understand and agree to these terms:

**Lyric Montgomery Kinard:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Guild representative: Name:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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## Hybrid Meetings

If your virtual program is any combination of in-person and virtual guests and attendees, Lyric must be notified well in advance. There are many technical issues that should be discussed and resolved before the hybrid event.

## Definition of a Hybrid Meeting

Lecturer is in person with a group, some attendees are viewing over Zoom.

Lecturer remote and is presenting on Zoom, attendees are in person together and/or on Zoom.

## PREPARATION & TESTING

1. Has your guild hosted a hybrid meeting which involved a speaker logging in via Zoom and how did that work for both audiences and the presenter?
2. Have you scheduled a test session with a presenter (or a member acting as a presenter). If this is your first hybrid meeting, a full test session using all of the same equipment that you will use during the meeting is HIGHLY recommended.
3. Is there a backup laptop or MAC available in the meeting room in case of equipment failure?
4. If you are using a microphone for the in-room presenters, practice logging into Zoom with the in-room laptop(s) WITHOUT audio. Turning laptops to MUTE will not always eliminate feedback since the laptop speakers are still 'on' and will pick up the sound in the room.
5. Do you have quality external speakers to connect to the projector and/or laptop so that the audience in the meeting room and over zoom can hear the Zoom or in-room presentation?
6. Does your meeting space have sufficient wifi bandwidth for the Zoom meeting? Asking in-room attendees to put phones on Airplane mode or log off the venue wifi frees up bandwidth.
7. If the Lecturer is showing a PowerPoint presentation or a video, test that it is running properly on the in-room or presenter's equipment.
8. Make the presenter the CoHost to ensure they can share their screen. Test before meeting begins.
9. If the Lecturer is showing quilts live in the meeting room, is the camera focused on the stage so that Zoom attendees can see the quilts? The camera MUST be stationary. A moving a camera will cause vertigo for some Zoom attendees.
10. Is there a dedicated tech person or team to deal with issues as they arise in the meeting and do you have their cellphone number in case of problems? Please do not expect your presenter to be a tech support person.
11. Do you have a cell phone to reach the presenter in case of issues?
12. What is Plan B, in case technical problems are unresolvable? Rescheduling the lecture as a live Zoom only session for all members and guests is often the easiest way to fit the session into everyone's calendar.

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## DURING THE MEETING

1. Make the presenter the CoHost to ensure they can share their screen if they are on Zoom. Test sharing before meeting begins.
2. What opportunities are there for interaction between those attending in-person and those logging in via Zoom? A Zoom moderator and an in-room moderator will help facilitate interaction.
3. Will the presenter on Zoom be able to see those in the audience and know what they are viewing?
4. If the presenter is in the room and showing actual quilts, is the camera focused on the stage so that Zoom attendees can see the quilts? The camera MUST be stationary. A moving a camera will cause vertigo for some Zoom attendees.
5. How will you moderate questions/ comments for both audiences and feed those to the presenter?
6. What communication/coordination is there between guild reps moderating the meeting both in person and via Zoom to troubleshoot on either end? Make sure they exchange cell phone numbers before the meeting.
7. Is there a dedicated tech person or team to deal with issues as they arise in the meeting and do you have their cellphone number in case of problems? Please do not expect your presenter to be a tech support person.

(Thank you to Carole Lyles Shaw for creating the Hybrid Meeting Tip Sheet.)

## BE PREPARED FOR THINGS TO GO WRONG!

Glitches are bound to happen even after testing and holding successful sessions. Stay calm, test how to resolve the glitch and resume your session.

The Guild representative in charge of technical equipment will call and speak with Lyric at least one week before the scheduled program, by (date) \_\_\_\_\_

Guild Representative Initials \_\_\_\_\_