HARBOR HOUSE LAW PRESS, INC.

On the following pages, you will see the **"Standard Rate Contract"** and the **"Flat Rate Contract"** that are used for hosting a Wrightslaw training.

The **Standard Rate** has a fixed speaker fee. In addition to that speaker fee, you will be responsible for all meals, travel, rental car, lodging, airfare, parking, mileage to and from the departure airport, tolls, unknown unexpected dollar expenses and costs, and other such expenses. That amount is variable, dependent upon the actual costs incurred. With the Standard Rate, your payments to Harbor House are for the speaker fee, the books, and the above reimbursable travel, lodging, etc., expenses.

To protect against travel and flight disruptions, I always arrive two days before the scheduled training date. However, for any training in a state that borders the Pacific Ocean, I arrive three days prior.

In the event of a rescheduling of the program or increased travel costs due to adverse weather, airline cancellations/delays or other events, and/or subsequent rescheduling of the training date, you will be responsible for any meals, travel, rental car, lodging, airfare, parking, mileage to and from the departure airport, tolls, and unknown unexpected dollar expenses and costs, and other such expenses already paid or incurred.

Two examples – before COVID, I arrived onsite at the training location two days prior. At that point, I had already incurred travel, lodging, and meal expenses. The next day, a blizzard forced a rescheduling of the program to a later date.

On another occasion, my return flight home from Los Angeles to Richmond, VA, included a layover in Atlanta. While I was in the air between LAX and ATL, my RIC flight was cancelled due to FAA problems. My next available rebooked flight was three days later. Since the flight cancellation was due to an FAA computer glitch, the airline was not responsible for any of my interim expenses, including the upcoming three nights in an ATL hotel. (The next morning, I did a one-way car rental and drove to the RIC airport and picked up my personal vehicle for the remaining trip home.)

The **Flat Rate** locks up those variable reimbursable expenses as a sum certain with an upward dollar adjustment of the speaker's fee. Your payments to Harbor House are only for the flat rate speaker fee and the cost of the books. There is no responsibility for the above meals, travel, and other reimbursable expenses, even in case of an unexpected intervening circumstance, such as the aforementioned blizzard or FAA flight cancellation.

With the **Standard Rate**, should an unanticipated intervening event occur, my travel, lodging, meals, and other expenses will increase beyond normal and will be at your expense and included as your reimbursement to me.

For federal, state, and local governmental agencies, school districts, and the military, we **always** use the Flat Rate Contract.

My estimated potentially reimbursable normal costs increase the Flat Rate speaker fee and vary widely depending on whether the program is a two- or three-hour drive from home, compared to a program on the West Coast. Many groups prefer the Flat Rate Contract, and its use is not limited to governmental agencies, school districts, and the military.

Following the Standard Rate Contract letter below is the Flat Rate Contract. In both contract letters, using the find and replace feature, each of the **xxx** items below are changed to match the date you selected, city, state, amount of the Flat Rate speaker fee, etc.

At the time of contract preparation, I price out the estimated meal/travel/lodging costs and create and send both contracts so that you can select which one you want to use.

Sometimes, the host organization can have my room "comped" at the hotel, so there is no cost. In that instance, I can still create a Flat Rate contract, adjusting the dollars downward.

If your program is offered solely via Zoom, there are no travel, lodging, meal, or other such costs. For live, in-person, face to face trainings, the three books are distributed to the attendees as they arrive at the facility that morning. For Zoom trainings, all attendees must have their books in advance of the training, which requires advance shipping either by the hosting organization or, if preferred, by Harbor House.

Find and Replace Items Command Shift H

Point of Contact:	xxxname	3 weeks prior:	xxx3weeks
Location	xxxcitystate	Flat Rate Speaker Fee:	xxx100
Conf Date:	xxxdate	50% of FR Speaker Fee:	xxx50
4 mos prior:	xxx4mo	25% of FR Speaker Fee:	xxx25

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*** * STANDARD RATE CONTRACT * ***

datehere

name
adr

Re: Wrightslaw Program
Location: xxxcitystate
Date: xxxdate
Speaker Fee: **$6,000.00 (Six-hour program)**

Dear xxxname:

Per our emails and telephone discussions, on **Thursday, xxxdate,** I will provide a one-day training program of up to six hours about special education law and advocacy for parents, advocates, educators, related service providers, and attorneys. The agenda[1] will follow the format of the standard "6-hour agenda" on our website with modifications to include any new developments with IDEA 2004, the regulations, Section 504, the ADA, and Supreme Court cases.

Pursuant to the form contract[2] on our website, the fee is $6,000.00, plus the cost for travel reimbursement and the cost for the books noted on the page below. A non-refundable deposit of 25% of the fee, i.e., $1,500.00, is due with your return of this letter. By **xxx4mo**, four months before the program, an additional $1,500.00 is due. The remaining 50% balance of $3,000.00 is due at the end of the program on **xxxdate**. The two advance payments are non-refundable. If the program is canceled for reasons beyond your control, such as a national emergency or adverse weather event, the payments will be applied to a rescheduled program.

Travel reimbursement from you will include airfare,[3] rental car, mileage to and from the airport (or round-trip mileage to and from your location if I drive), tolls, parking charges, and other usual reimbursable costs. Vehicle mileage and meal reimbursement are based on the IRS per diem rates in effect on the date of your training. Pam may participate in the training, and your responsibility

[1] https://www.wrightslaw.com/speak/agenda/agenda.6hr.png
[2] https://www.wrightslaw.com/speak/contract/01.contract.standard.and.flat.rate.1day.petewright.pdf
[3] While I usually do not travel first class, frequently I travel business class, check baggage and utilize early boarding and extra leg room options.

for her airfare and meals will increase accordingly. In case of rescheduling or increased travel costs due to adverse weather, airline cancellations, or other events, you will be responsible for the increased costs.

Unless your training is held at a hotel, I will make my own hotel reservation, usually at either a Marriott or Embassy Suites near the training or airport. I will arrive two days early[4] to protect against flight cancellations and use the next day to view the speaking site and test the audio-visual equipment. I will leave the morning after the training. Your lodging cost will be for three nights and include hotel charges, if any, for internet access and the use of a hotel printer.

The three books, ***Wrightslaw: Special Education Law, 3rd Ed., Wrightslaw: From Emotions to Advocacy, 2nd Ed.,*** (FETA), and ***Wrightslaw: All About IEPs,*** will be used as the primary teaching tools. Registrants shall receive a copy of each book as a part of their registration packet. During the training, I will provide the attendees with a link to a password-protected subdirectory so that they can download the three books as adobe.pdf files.

The combined retail cost of the three print books and their adobe.pdf version is $113.60.[5] Please be sure that the training flyers and marketing information clearly indicate that all three print books will be used as textbooks during the training, and attendees will receive a link to download the pdf books as a part of the registration fee.

As you are aware, Harbor House sells our book and other products to organizations hosting a Wrightslaw training at a 50% discount for bulk purchases. To order those books and other products (for resale), you will want to contact Debra Pratt at Harbor House at (804) 758-8400 and at debrapratt@harborhouselaw.com.

Per the table below, a part of your costs will be an advance minimum purchase of at least 150 law books, 150 From Emotions to Advocacy books, and 150 of our IEP books by **xxx3weeks**. Your cost for the 450 books is **$4,713.75**.[6] We also provide our "Wrightslaw" highlighter pens for attendees' use. Since most Wrightslaw programs have between 200 to 300 attendees, you may need more than the minimum of 150 sets of books. Each set of the three books will cost you $31.43. There is no charge to you for the adobe.pdf books we will provide afterward.

[4] Three days for West Coast, Pacific Rim, USVI and PR conferences.
[5] One or more of the following books may be replaced with a new edition. In that event, your cost per book will be increased accordingly based on the new price of the book in effect on the date of the training.
[6] Unless the training is via Zoom and Harbor House ships the books to each attendee. In that event, there is an additional fee to cover labor and shipping costs.

Cost of Minimum Order of 150 Books for Wrightslaw Conference				
	Retail	#	Retail Total	Your Cost
Special Ed Law	$29.95	150	$4,492.50	$2,246.25
From Emotions to Advocacy	$19.95	150	$2,992.50	$1,496.25
All About IEPs	$12.95	150	$1,942.50	$971.25
Retail cost			**$9,427.50**	
Retail cost per set		**=**	**$62.85**	
****	**Your Total Cost @ 50%**	**=**		**$4,713.75**
****	**Your cost per set**	**=**		**$31.43**

We will pay shipping[7] for a bulk order received by that date. If you order books after **xxx3weeks**, with the option to return them, you will be responsible for our cost to ship the books to you.

Any unopened shrink-wrapped books and boxes of books, beyond the minimum 450 books not sold at the training and not kept by you for resale, may be returned to Harbor House Law for a refund, so long as they are received by us within 30 days after the training has ended. You will handle the cost of shipping the books to Harbor House.

It is imperative that you have an excess number of each book on hand a week before the training. We have had instances where the conference organizers had additional walk-ins the morning of the training and ran out of books. This promotes ill will toward you and us and is not healthy.

Our training is not just a PowerPoint presentation. For example, throughout the day, I use my computer to open the adobe.pdf files of our law book, the "FETA" book, and our IEP book. I zoom in on key parts of the text. The audience follows along with their books, highlighting important words and phrases as they read. I go online and show how to use "Google Scholar" and PACER to find past and current special education cases from the U.S. District Court and Court of Appeals that set case law in your state. I show the audience how to find your state's special education regulations and how to use our Wrightslaw website. You will need to make sure the conference facility provides Wi-Fi access.

You need to provide a "computer projector," also known as a "PowerPoint Projector." **I will use my own laptop, and you should ensure that there are enough cables and connections to link my computer to the projector directly. Please confirm that the conference venue is aware of this requirement. Often, a high-quality HDMI cable ranging from 25 to 50 feet is needed. Lower quality cables or** using multiple connectors with shorter lengths can reduce signal strength, cause issues with the on-screen image, or sometimes result in no image at all. The day before the training, I would like to visit the facility, test the equipment, and meet with you and/or your staff.

I will need a wireless hands-free microphone. For any opening remarks and the question-and-answer session during the last half hour, you will also want a second microphone that is wireless and handheld.

[7] Exception: we will pay 50% of the cost to ship to areas outside CONUS.

Depending on the audience size, questions from attendees are usually not allowed during the sessions. Instead, participants should write their questions on 3x5 cards and place them in a box at the back of the room. At the end of the day, these written questions will be answered during the last half hour. Because of the use of 3x5 cards, each packet should include two of them.

We can help promote your program on the Wrightslaw website and through announcements in **The Special Ed Advocate** newsletter. These announcements are often shared by other advocacy groups and republished on various websites and newsletters. **However, promoting and marketing the training is your responsibility. It is best to start early with regular posts and reminders about the event.** Beginning early helps prevent other groups or organizations from scheduling events that conflict with yours at the same time. Consider conducting radio and newspaper interviews by phone prior to the training. Radio interviews, talk shows, and newspaper publicity can help attract a large audience at the last minute.

Once the training is confirmed and the location and registration fees are set, a brochure or flyer should be prepared as soon as possible. Please ensure we review it before it is released. Remember to include your refund policy on the website and flyer.

To encourage quick "Early Bird" registrations, you might consider offering a discounted price for advance registrations by a specific deadline with online registration and payment. To help facilitate early registrations at no extra cost, we can provide the "Early Bird" registrants with an adobe.pdf file of our "*2017 Special Education Legal Developments and Cases*" book, which includes all the 2017 U.S. Court of Appeals special education cases and the two 2017 U.S. Supreme Court cases, *Fry* and *Endrew F*.

This also lowers the chances of cancellations and refund problems since the book costs $14.95. There is no extra charge for this book. As mentioned earlier, we will give the attendees a link to a password-protected folder to download the adobe.pdf files of the three books used in the training. (After the training, we will upload the PowerPoint slides in the subdirectory with the PDF books.)

It will be important to make the registration process very easy by telephone, fax, mail, and online through the Internet. Upon receipt of the initial deposit, if you are interested, we will look into Continuing Education credits so that attorneys and educators will be encouraged to attend. We will help you with additional ideas and marketing.

Via email, please provide us with a list of registrants and their email addresses a week before the program, and update it the day before the program. Five days before the program, I may send an email to the registrants that I am looking forward to seeing them and that, if anything extraordinary should happen (hurricane, earthquake, national emergency, etc.) that forces a postponement, information will be posted on our website, and we will also send an email. Receipt of the advance email often triggers registrants to spread the word, generate excitement, and increase your registrations.

We will hold the date for ten days. Upon email receipt of this letter, please immediately sign and fax ((800) 863-5348) or scan and email the last page of this letter back to me. Be sure to mail a signed copy of this complete letter with your deposit check or alternative payment arrangements so that we receive it within ten days.

All checks for speaker fees, costs, airline reimbursement, books, etc., should be payable to **Harbor House Law Press, Inc.** Our Federal Tax ID Number is 54-2000165 and our Central Contractor Registration DUNS # is 111051301. On another, unpleasant note, if there are any legal issues between you/your organization and Harbor House, such as failure to pay or failure to submit education credits on behalf of attendees, it is agreed that, if Harbor House so chooses, venue and jurisdiction for resolution is in Virginia.

If you advance the deposit on behalf of an organization out of your own funds, we will reimburse you once payment is received from the organization.

Your payments for the speaker fee and books can by via check, ACH bank transfer, wire transfer, Venmo, or other acceptable payment method. For payments via a credit card, there is an additional 3% credit card processing fee.

Looking forward to working with you.

Sincerely,

PWD Wright

Peter W. D. Wright

* * * *

For the **purchase of the books and other products** referenced in the preceding pages, I will arrange for a payment to be sent or request that you charge my credit card.

_____ _____

Name/Title Date

If I elect to use a credit card, the bank card information is: (Visa/MC/Amex/Discover)(circle one) Account # _____, Expiration_____

(Note: you may leave this blank and provide it later, if you later elect to use a credit card.)

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*** * FLAT RATE CONTRACT * ***

datehere

name
adr

Re: Wrightslaw Program
Location: xxxcitystate
Date: xxxdate
Speaker Fee: **$xxx100 (Six-hour program)**

Dear xxxname:

Per our emails and telephone discussions, on **Thursday, xxxdate**, I will provide a one-day training program of up to six hours about special education law and advocacy for parents, advocates, educators, related service providers, and attorneys. The agenda[8] will follow the format of the standard "6-hour agenda" on our website with modifications to include any new developments with IDEA 2004, the regulations, Section 504, the ADA, and Supreme Court cases.

Pursuant to the form contract[9] on our website, the "Flat Rate" fee is $xxx100, plus the cost of the books noted on the page below. **You will not be responsible for any of the costs related to travel, lodging, meals, and other usual reimbursable items.**

A non-refundable deposit of 25% of the fee, i.e., $xxx25, is due with your return of this letter. By **xxx4mo**, four months before the program, an additional $xxx25 is due.

The remaining 50% balance of $xxx50 is due at the end of the program on **xxxdate**. The two advance payments are non-refundable. If the program is canceled for reasons beyond your control, such as a national emergency or adverse weather event, the payments will be applied to a rescheduled program.

[8] https://www.wrightslaw.com/speak/agenda/agenda.6hr.png
[9] https://www.wrightslaw.com/speak/contract/01.contract.standard.and.flat.rate.1day.petewright.pdf

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I understand that I may make pay for the training and the books via a check, ACH bank transfer, wire transfer, Venmo, or other mutually acceptable payment method. If I use a credit card, I understand that there is an additional 3% credit card processing fee.

Looking forward to working with you.

Sincerely,

PWD Wright

Peter W. D. Wright

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