



## QUICK REFERENCE SHEET GUEST SPEAKERS FOR LECTURES AND WORKSHOPS

Guest speakers can be invited for lectures, workshops or critiques.

Here are the basic guidelines on how to deal with guest speakers in terms of organization, invoice, payment, etc. Please make sure to follow these guidelines in the future.

### Fees

The fee is 100€ per lecture or critique if the guest speaker resides in France or 200€ if the guest speaker lives outside of France.

A workshop fee is 400€ for 5 hours and if the workshop is shorter then the amount is prorated.

PCA employees (CDD or CDI contracted employees) can not be paid as guest speaker or for workshop

### Organization

The teacher should be there during the lecture since it normally does not last the whole class which means the lecturer fee is in addition to the teacher cost. Same thing for the critique.

When possible, please try to advertise the lecture to students from other departments.

However, the teacher does **not** need to be present during the workshop, and will not be paid for a session taught by an outside workshop facilitator. A workshop should be part of the curriculum and should run instead of a regular class.

Workshops should be listed on the written syllabus distributed to students at the beginning of the semester.

### Documents

As per legal and accounting requirements, we can only pay guest speakers who:

- Are on the school books as free-lancers
- Can produce a proper invoice i.e. they have a company, are registered at the Maison des Artistes, l'Agessa, etc
- Can submit a reimbursement form and receipts for their travel expenses to come to the school for their lecture/workshop/critique up to the amount they would have been paid

For every guest speaker, the HR office will require the following documents before the last day of the month the lecture/workshop/critique occurred:

- the Guest Speaker form filled out and signed
- an invoice/reimbursement form (when applicable)
- the guest speaker's bank information (IBAN and swift code)

### Payment

Payment will be made upon receipt of the required documents. For documents submitted no later than on the 25th of the month: payment will be made on the 5<sup>th</sup> of the following month.

You may contact the HR office with any questions.

*For internal use only. Updated April 3, 2018.*