

4th September 2023

## **LETTER OF AGREEMENT**

Dear Jennifer,

The purpose of this letter of agreement is to outline the scope of the services, and expectations between Chapters International (Workshop Organizer), and The American School of London (Host School).

Service to Be Rendered by Chapters International

One day Workshop

Trainers: Guy Claxton & Kath Murdoch

Dates: 14th October 2023

Chapters International will be responsible for:

- Organizing the Facilitator and paying for all expenses due to the facilitator.
- Advertising for the workshop.
- Paying for meals (at the venue for participants).
- Giving 2 spots free per workshop. Also, the discount for the school educator at the rate of USD 400 per participant.

The American School of London will be responsible for:

- All participants will require access to Wifi
- Providing buses for participants to be driven to the school from the hotel and back
- For a workshop, participants should be seated at tables (6-10 participants per table). Tables should be arranged so that everyone can see the screen and no one has his/her back to the screen. If round tables are used, leave space so that no one has to have their back to the screen. If rectangular tables are used, they are best arranged in a herringbone pattern where the ends of all the tables are pointing toward the screen, again with no one's back to the screen.
- We would require an LCD projector, full size white screen with sound for Videos. Projection must also be adequate for all to see the screen.
- We required flip chart paper.

- We need hands free, lavalier microphone and also need sound output from the consultant's computer.
- We will require a person for technical support for the five days.
- Helping Chapters liaise with the hotel and caterer.
- Helping Chapters in advertising with local schools and schools within the region.
- Providing one point of contact who will liaise with Chapters.
- Providing Cleaning and Helping staff during the workshop.
- Providing the security during the workshop.
- Sharing the school logo with Chapters to put on the mailer and website.

I have read and agree to the above terms:



Shonal Agarwal  
Chapters International



The American School of London  
Host School