

## Volusia-Flagler SHRM Chapter - Letter of Engagement



**Program Title/Topic:** Tobacco Prevention/ Tobacco Cessation in the Workplace

**Speaking Date:** February 18, 2015

**Speaker Name:** Kristen Mialki, MPH

**Company Info:** Florida Department of Health in Volusia County

**Location:** Daytona Beach International Airport, Volusia Room

**Meeting Time:** 8:15 am to 9:15 am

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### Our Mission

The objectives of Volusia-Flagler SHRM are to promote sound principles and standards of Human Resource management; to foster professional growth by providing opportunities for education, research, exchange of knowledge; and to promote the value of the Human Resources profession in the community.

### Program

A presentation titled **Tobacco Cessation in the Workplace**, which was developed by the Speaker.

### Agreement

By signing this letter, Tom Harper warrants that all materials of any kind presented and/or provided as handouts by you will not plagiarize, violate or infringe upon the rights of any third party including trade secret, copyright, trademark, trade dress, privacy, patent, or other personal or proprietary rights.

1. You are agreeing to present the topic **Tobacco Cessation in the Workplace**.
2. Volusia-Flagler SHRM Chapter will provide your hotel accommodation. Payment will be made thru check reimburse event unless otherwise agreed to.
3. Please arrive at the Daytona International Airport Volusia Room at 7:45 am. A representative from the chapter will meet you to assist with any room set up or logistics.
4. Volusia-Flagler SHRM will provide a vendor style table outside the meeting room which can accommodate any speaker books, marketing collateral, flyers or information about the speaker/presenter and/or their organization for the purpose of display and sales.
5. Speaker program and contact information will be posted on the Volusia-Flagler SHRM website.
6. If a discount is provided to the members as a result of their participation, this will be posted on the Volusia-Flagler SHRM website, under MEMBERS ONLY.
7. To avoid conflict with other events, **FDOH-Volusia County Tobacco Prevention**, also agrees that you will not present the same program in the Central FL area 30 days prior to your presentation date with Volusia-Flagler SHRM Chapter, and community at large, or 30 days after.

Any cancellation by speaker or Volusia-Flagler SHRM will be provided as soon as an emergency or event becomes known or at least 45 business days prior to scheduled event. If the program is cancelled, it will be re-scheduled on a mutually agreed upon date, or presented on the originally scheduled date by a mutually agreed upon speaker, determined and approved by Volusia-Flagler SHRM.

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The following items are requested in order for us to market the program to our members and the community.

- Speaker bio attached       Program / class overview included       Class learning objectives included

Audio/Visual Needs for class Computer and projector will be needed

Other Speaker Needs: \_\_\_\_\_

Notes: \_\_\_\_\_

Please acknowledge receipt of this letter electronically, then sign and return to Volusia-Flagler SHRM via the contact information below.

Elvira G. Wolford, PHR  
VP Programs  
Volusia-Flagler SHRM  
PO Box 10366  
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386-481-2051  
[wolforde@cookman.edu](mailto:wolforde@cookman.edu)

*Kristen Mialki*

\_\_\_\_\_  
Kristen Mialki, MPH, Speaker

*12/17/14*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Volusia-Flagler SHRM Chapter signature

\_\_\_\_\_  
Date