

SPEAKER AGREEMENT

Event	NEBDN Dental Nurse Diploma NEBDN Radiography for Dental Nurses		
Speaker Name	The Dental School LTD	GDC No	NA
Venue	Online	Duration	NA
Date	Multiple	Start time	1 December 2022
LDET reference	n/a	Finish time	30 November 2023 (extendable)

Course Fee Breakdown								
Course Name	Number of Delegates	Total Course Fee	Course Fee	Exam Fee	VAT	Subtotal	Discount (10%)	Total
Diploma	12							£26373.60
Radiography	26							£26816.40

Address for Invoice:

T73RZlatkova
LKSS Dental
T73 Payables F485
Phoenix House
Topcliffe Lane
Tingley
Wakefield
WF3 1WE

Please note:

- The maximum lecture fee per day is **£850.00 (6 hours)**
 - No additional payment is made for preparation time as this is included in the hourly lecture fee
- TRAVEL AND SUBSISTENCE**

£140.00 p/h (inc tax/NI)
Max **£850.00 (inc tax/NI)**

You are also entitled to claim reimbursement for travel and subsistence expenses, including overnight accommodation (**where this is agreed in advance**), that are incurred as a direct result of this speaker commitment and these will be paid in line with the rates set out overleaf. Claims must be supported by VAT-type receipts attached to your claim form (credit/debit card slips are not acceptable). Please complete the section below providing estimated costs so that these can be included in the financial forecast for the event.

Please note that items claimed that are not stated on the speaker agreement and that have not been agreed in advance will not be reimbursed

Estimated travel costs	Public transport (second/economy class only)	£
and / or	_____ miles @ 24p per mile	£0
Estimated cost of materials (<i>must be agreed in advance</i>)		£0
TOTAL		£0

GUIDANCE NOTES

Please note that rates are subject to change and we will provide notice of changes whenever possible.

- Mileage will be paid at a rate of 24p per mile
- Public transport costs will be reimbursed at standard class rates (please attach receipts to your claim form)
- No reimbursement will be made for alcoholic beverages

Current NHS accommodation and meals allowances are detailed below. These are the maximum amounts that speakers can claim. Any claim made which exceeds the NHS rates will be reimbursed at the rates set out below.

Overnight accommodation (bed & breakfast)	£150.00
Meals allowance (per 24 hour period)	£20.00
Lunch allowance (More than 5 hours away from base)	£5.00
Evening meal (More than 10 hours away from base and return after 7pm)	£15.00

Invoicing

Invoices should be submitted for payment on the day. Claims/invoices received up to a maximum of 2 months after the event will be processed for payment but we cannot guarantee that claims/invoices received beyond this deadline will be paid. Please submit original receipts with your invoice.

Processing time – Please allow 6 weeks from receipt of Invoice to receive payment. **If you have not previously provided work for HEE, payment will take up to 12 weeks as you will need to be set up as a supplier in the finance system.**

All Invoices must be submitted via email in PDF format to dentalvisits@hee.nhs.uk. The invoices must state the below address on the invoice and follow government rules for invoicing <https://www.gov.uk/invoicing-and-taking-payment-from-customers/invoices-what-they-must-include>

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Failure to meet the above requirements will cause your invoice to be delayed. An Example invoice can be found here. Invoices will not be processed without a signed speaker agreement form.



Invoice
Template.docx

SPEAKER ACCEPTANCE

- I confirm that the details contained within this agreement are correct and I accept the fees and other allowances as set out in this agreement.
- I certify that I will not be paid by any other NHS Organisation for the period covered by this claim.
- I certify that I am eligible to work in the UK.
- I give permission for my handouts to be uploaded to a website for delegates to access
- I will not use delegate information or contact details to promote non-HEE commissioned courses. Any breach to this would be deemed an information governance breach.
- If Speaker cancels no payment will be processed
- If HEE cancel teaching session with 2 or more weeks' notice, there will be no payment. Less than 2 weeks notice, full payment will still be received.

Speaker Declaration

☐ Please tick this box to declare if you are an HEE employee within any Region

If you are employed by Health Education England and undertaking this work in addition to your contractual hours. Your payment will be processed via HEE payroll as an overtime payment. In order to do this we will require the below information.

Part A – Details of Employee			
Employee Name:			
Employee Number:			
Job Title:			
Team:			
Cost Centre:		Region:	
AfC Band / M&D Grade:		Contracted WTE:	

		25/11/2022
Signed		Date