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| SPEAKER AGREEMENT |  |

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| **Event\*** | Evaluation of 2-year DFT rotational training schemes KSS 2022-23 and 2023-24 |
| **Speaker Name\*** | KAMRAN ALI | **GDC No\*** | 118859 |
| **Venue** | Online | **Duration** | 2 Years |
| **Start Date(s)\*** | September 2022 | **Start time** | NA |
| **LDET reference** | n/a | **Finish time** |
 |
| **Annual amount due:** | £10000 | **TOTAL:** | £20000 |

***Please note:***

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| * 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 | Address for Invoice: **LKSS DENTAL****NHS ENGLAND****X24 PAYABLES K005****PO BOX 312****LEEDS****LS11 1HP** |  |
|  |  |
| InvoiceTemplate.docx |  |
| **TUTOR FEE: £850 PER DAY MAX HOURLY RATE £140 (INCLUDES TAX/NI)** + Travel/SubSISTENCE |  |  |
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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

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| Estimated travel costs Public transport (second/economy class only) and / or miles @ 24p per mile | £ |
| £ |
| Estimated cost of materials *(must be agreed in advance)**Training evaluation using questionnaires and qualitative interviews**Preparation of final report for KSS* | £10,000/Year |

**TOTAL £20,000**

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.

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| 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 NHS England (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>

**LKSS DENTAL**

**NHS ENGLAND**

**X24 PAYABLES K005**

**PO BOX 312**

**LEEDS**

**LS11 1HP**

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.

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 and 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 NHSE (HEE) employee within any Region



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

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

**Signed Date 03/11/2023**

