



## Hydraulic Institute In Person Course Instructor Agreement

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Describe your technical expertise relevant to the topics being taught in this course: \_\_\_\_\_

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List other courses you have facilitated and describe your experience as an instructor:

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Is there any other information you would like to add that you believe is relevant to your application?

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## Terms Agreed Upon:

- I. Hydraulic Institute/PSM retains all right to the intellectual property - ***“Pumping System Optimization: Opportunities to Improve Life Cycle Performance”*** &/or ***“Pump System Assessments”*** Course.
- II. **Preparation to become an Instructor:** Instructor will attend the *Train the Trainer* session, as described above.
- III. **Preparation for each teaching session:**
  - Instructor will have thorough knowledge of course content and materials.
  - Instructor will arrive in the presentation room with adequate time to prepare for the course and ensure, with the host, that the room is set as agreed and the audio/visual support is in place and resolve any technical issues prior to the scheduled course start.
- IV. **Technology:**
  - Instructor will supply his/her own, compatible, computer /laptop for the instruction of the course.
  - Instructor will adhere to the course outline supplementing the lecture with personal anecdotes and case histories, as appropriate.
- V. **Recording:** In some cases, HI/PSM may elect to record a session and place it into an archive. In this instance, the Instructor agrees that course instruction may be recorded for future use, without compensation to Instructor or his/her employer.  
\_\_\_\_\_ *Instructor initial.*
- VI. **Professionalism:**
  - Instructor will act in a professional and dignified manner during the presentation and will not make disparaging comments concerning any persons, service, products, group, individual or organization.
  - Instructor understands that HI/PSM courses are product-neutral and that he/she will not endorse or promote any specific manufacturer or product.
- VII. **Compensation:**
  - i. Instructor will receive a reimbursement of \$2000 which is inclusive of travel, accommodations, and expenses
  - ii. Instructor will invoice PSM for this reimbursement and will receive it within 30 days of receipt of invoice after satisfactory completion of the session
- VIII. **Instructor cancellation:**
  - i. Instructor agrees that only circumstances beyond his/her control will cause him/her to cancel his/her participation and those routine requirements of his/her business affairs will not qualify for cancellation of participation.
- IX. **Course cancellation:**
  - i. HI/PSM reserves the right to cancel a session, without compensation to the Instructor, should enrollment not reach the critical mass required for maximum effectiveness of the material, (i.e. less than 12 participants). In that case, the Instructor will be notified, and the course will be canceled with a notice of 14 days prior to the scheduled start

date. Instructor will be reimbursed for any prepaid travel expenses such as airline reservations.

- X. Renewable:** This contract is renewable for subsequent instances of course facilitation by the above-mentioned Instructor for the period of the above mentioned dates.

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Instructor Signature

Date

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Mark Sullivan, Director of Education and Marketing

Date

**Please sign, date and return this document to:**

Hydraulic Institute  
Attn: Mark Sullivan  
6 Campus Drive  
1st floor north  
Parsippany, NJ 07054

[msullivan@pumps.org](mailto:msullivan@pumps.org)

(973) 349-5329