



BAYLOR
UNIVERSITY

Date: _____

Re: Honorarium

Dear _____:

Please allow us to set our understanding of your expected visit to the Baylor University campus on _____, to present_____.
The exact content and schedule of activities will be determined by you and _____.

In appreciation for the presentation, Baylor University will pay you an all-inclusive honorarium fee of _____ U.S. dollars (\$_____).

Thank you very much for this, and we look forward to seeing you on _____.
Please notify us immediately if you need to cancel or re-schedule the presentation.

With appreciation,

BAYLOR UNIVERSITY