

***Print on Departmental Letterhead**

LETTER OF AGREEMENT
UNIVERSITY OF ILLINOIS COLLEGE OF MEDICINE at [INSERT CAMPUS]
DEPARTMENT OF [INSERT DEPARTMENT NAME]
AND
[INSERT NAME OF THE JOINT SPONSOR]

In reference to [INSERT ACTIVITY TITLE] on [INSERT ACTIVITY DATE] in [INSERT ACTIVITY LOCATION], the University of Illinois College of Medicine at [INSERT CAMPUS] Department of [INSERT DEPARTMENT NAME] and the [INSERT NAME OF THE JOINT SPONSOR] agree to the following:

1. The University of Illinois College of Medicine at [INSERT CAMPUS] Department of [INSERT DEPARTMENT NAME] will be represented by the Activity Director, [INSERT NAME AND TITLE OF ACTIVITY DIRECTOR]. [INSERT NAME OF THE JOINT SPONSOR] will be represented by [INSERT NAME AND TITLE OF THE JOINT SPONSOR'S REPRESENTATIVE].
2. The University of Illinois College of Medicine at [INSERT CAMPUS] Department of [INSERT DEPARTMENT NAME] will jointly sponsor this activity with [INSERT NAME OF THE JOINT SPONSOR].
3. [INSERT NAME AND TITLE OF ACTIVITY DIRECTOR] and the University of Illinois College of Medicine at [INSERT CAMPUS], Department of [INSERT DEPARTMENT NAME] in consultation with [INSERT NAME OF THE JOINT SPONSOR] will have final approval over the selection of topics and speakers for the conference. [INSERT NAME OF ACTIVITY DIRECTOR] takes responsibility for all decisions regarding faculty and academic content.
4. [INSERT NAME OF THE JOINT SPONSOR] will attend to all administrative tasks associated with the conference, including publicity, registration of participants, payment of honoraria and expenses to speakers.
5. All monies, whether in the form of unrestricted educational grants from pharmaceutical companies or registration fees from participants, will be collected and disbursed for the administration of the program by [INSERT NAME OF THE JOINT SPONSOR], acting as agent for the University of Illinois College of Medicine at [INSERT CAMPUS] Department of [INSERT DEPARTMENT NAME].
6. The University of Illinois College of Medicine at [INSERT CAMPUS] Department of [INSERT DEPARTMENT NAME] reserves the right to continuous review of the collection and disbursement of funds by [INSERT NAME OF THE JOINT SPONSOR] on its behalf.
7. The University of Illinois College of Medicine at [INSERT CAMPUS] Department of [INSERT DEPARTMENT NAME]

[DEPARTMENT NAME] and the [INSERT NAME OF THE JOINT SPONSOR] will be identified as joint sponsors of the conference on all mailings and brochures.

8. This agreement reflects the understanding of the signatories below.

[INSERT NAME AND TITLE OF ACTIVITY
DIRECTOR]

University of Illinois College of Medicine at
[INSERT CAMPUS] Department of [INSERT
DEPARTMENT NAME]

[INSERT NAME AND TITLE OF THE JOINT
SPONSOR'S REPRESENTATIVE]

[INSERT NAME OF THE JOINT SPONSOR]