

## Consulting

# Company Talks, Conferences, and Seminars

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## Policy

This policy applies to consulting that involves giving a talk to company employees or participating in a one- or two-day conference or seminar convened by a company. This policy should be read in conjunction with [HHMI's Consulting for Companies - General Policy](#), which also applies to these types of consulting activities.

This policy applies only to HHMI laboratory heads (i.e., HHMI Investigators and Freeman Hrabowski Scholars at HHMI's host-based sites, and Senior Group Leaders, Group Leaders and Fellows at HHMI's Janelia Research Campus). Any other HHMI laboratory employee who is invited to consult for a company by delivering a talk or attending a conference or seminar should contact their [HHMI attorney](#) to initiate HHMI's review of the proposal.

If a company does not require the HHMI laboratory head to sign an agreement before giving a talk or participating in a conference or seminar convened by a company, they may visit the company and receive compensation for the visit without a written agreement. If the company requires the laboratory head to sign an agreement in connection with their visit, [HHMI's Uniform Provisions for Agreements in connection with Seminars, Conferences and Talks](#) should be attached to the company's agreement unless their host institution requires a different approach, as described below. Prior to visiting the company, the laboratory head should send the addendum to their company contact (or refer the company to the [HHMI website](#)) and ask the company to attach the addendum to the agreement. An email that may be used for this purpose is located [here](#). The laboratory head should send a copy of the signed agreement with the addendum attached to their HHMI attorney for HHMI's files.

If the company requires a signed agreement but refuses to attach the HHMI addendum, the laboratory head should contact the [HHMI attorney](#) for their host institution or Janelia, as applicable. Before the laboratory head may proceed with the talk or seminar, the company and HHMI must reach agreement on terms acceptable to HHMI.

Some host institutions have policies requiring review and approval of consulting agreements. A laboratory head located at such a host institution will need to comply with their host policies, too. In some cases, this will mean the laboratory head must use a modified addendum or follow other procedures. The laboratory head should contact the applicable [HHMI attorney](#) with any questions about whether the host's rules will require a different addendum or procedure.

## Related Procedures, Forms and Policies

- [Consulting for Companies – General Policy](#)
- [HHMI Uniform Provisions for Agreements in Connection with Seminars, Conferences, and Talks](#)
- [Email for Transmitting Uniform Provisions for One-Day Visits for Talks to Companies](#)

## Contact

Any questions about HHMI's policy on consulting that involves giving a talk to company employees or participating in a one- or two-day conference or seminar convened by a company may be raised with the [Scientific Officer](#) or [HHMI attorney](#) responsible for the host or Janelia, as applicable.

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