# Science and Janelia

Consulting

E-mail for Transmitting Uniform Provisions for One-day Visits for Talks to Companies

Thank you for your invitation to visit your company on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to deliver a talk or participate in a conference or seminar. I understand that you may ask me to sign a confidentiality or other agreement relating to this visit. Please be aware that I am an employee of the Howard Hughes Medical Institute (HHMI), and I am subject to HHMI’s policies regarding my outside activities. Under HHMI’s policies, my visit and any agreement you may ask me to sign in connection with it are subject to the terms set forth in HHMI’s "Uniform Provisions for Agreements in Connection with Seminars, Conferences, and Talks" (the “Uniform Provisions”). You can find the Uniform Provisions at [HHMI Uniform Provisions for Agreements in Connection With Seminars](https://hhmionline.sharepoint.com/policy/hhmiForms/Host-Based-Uniform-Provisions-for-Agreements-in-Connection-With-Seminars.docx).

Please attach the Uniform Provisions to the requested agreement and return the form to me by email or pdf. Please note that the Uniform Provisions may not be edited or revised. If you have questions about any of HHMI’s requirements, please contact [insert name of HHMI attorney] at [HHMI attorney phone number]. For additional information about HHMI’s policies, please visit HHMI’s website at <http://www.hhmi.org/about/policies>.

I look forward to my upcoming visit.

Sincerely,

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