



Consulting Proposal

Prepared by S*Marts Consulting for the Botany Conference Participating Societies.

Engagement

S*Marts Consulting (Consultant) will present a webinar one prior to the 2020 Botany Meeting (Client) that will take place 18-22 July 2020 in Anchorage, AK.

Scope of Work

1. Consultant will present one webinar for Board members and other leaders prior to the annual meeting. This workshop will run for a minimum of two hours. This workshop may include:
 - What harassment is (legal and experiential definitions)
 - Where harassment is likely to occur at meetings
 - Why harassers harass
 - What to do if someone tells you they were harassed
 - What to do if you are the target of harassment
 - How to intervene if you witness harassment

Consulting fees

Consultant will present the workshops for a flat fee of \$2,000.00.

Payment of 50% of the workshop fee (\$1,000) will be invoiced at signing. The balance will be due upon completion of the work.

***HELPING YOU
GET FROM POINT A
TO POINT B**