

Research Policies

Consulting

Company Talks, Conferences, and Seminars (SC-510)

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 Policy SC-500, 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 Early Career Scientists at HHMI's host-based sites, and 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 his or her 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, he or she 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 his or her visit, [HHMI's Uniform Provisions for Agreements in connection with Seminars, Conferences and Talks](#) should be attached to the company's agreement and signed by the consulting scientist and the company unless his or her host institution requires a different approach, as described below. Prior to visiting the company, the laboratory head should send the addendum to his or her company contact (or refer the company to the HHMI web site) and ask the company to sign and attach the addendum to the agreement. An email that may be used for this purpose is posted on HHMI's web site. The laboratory head should send a copy of the signed addendum and related agreement to his or her [HHMI attorney](#) for HHMI's files.

If the company requires a signed agreement but refuses to sign and attach the HHMI addendum, the laboratory head should contact the HHMI attorney for his or her host institution. 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 site will need to comply with his or her 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.

Issued by: Office of the President

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Related Documents:

[Uniform Provisions for Agreements in Connection with Seminars, Conferences, and Talks - Form SC-514](#)

[Email for Transmitting Uniform Provisions for One-day Visits for Talks to Companies](#)