Appendix B: IC Process for Guest Speakers or Lecturers

Rev: 07/01/2019

Is the individual a guest speaker or guest lecturer (i.e., performing a one-time speaking engagement)?

YES

IC Questionnaire does not need to be completed. Department or Unit must attest in writing payment is an exception or submit Exception Attestation Form. Complete appropriate Model Speaker Engagement or Consent Form. Use appropriate object code (8690 or 8692) to comply with MA Performers Tax Requirements.

NO

Is the presentation being recorded?

YES

Complete the Model Speaker Consent Form for Audio/Video Recording – Paid Speaker

NO

Complete the Model Speaker Consent Form Paid Speaker, No Recording

*Guest speakers and lecturers do not require an ICQ for a one-time speaking engagement. Performers and musicians may also fall into this category. Be sure a foreign individual’s visa status allows payments prior to offering a payment.

Examples include:

- One-time guest lecturer - Any individual teaching or co-teaching a substantial portion of a course, listed as an instructor in the course catalog or who holds a Harvard appointment cannot be classified as an IC.
- Guest speaker at an educational event, workshop, conference or other similar function.
- Panelist for a workshop or conference.
- One-time performing artist.