



1111 North Fairfax Street
Alexandria, VA, 22314-1488
800/765-7848 ext. 7103 ♦ fax: 703-738-1606
ClinElectroWM@apta.org ♦ www.acewm.org

REGIONAL HOSTING OPTIONS

Thank you for your interest in serving as a host facility for a future Academy of Clinical Electrophysiology and Wound Management regional course. Please review the following options to select how you'd like to host one or more of our courses.

1. Academy-Sponsored = Facility host's the course, but the Academy sponsors the course with local Host's support. All expenses and revenues remain with the Academy.
 - a. The Academy will determine the registration breakeven point. If this registration number is not met, the Academy reserves the right to cancel the course up to 15 days prior to the course.
 - b. A number of "free" registrations are provided to the hosting organization once the breakeven point has been attained. An example may be: After 20 paid registrations, the Host receives 4 free registrations. For 25 paid spots, the Host receives 5 free spots. For 30 paid spots, the Host receives 6 free spots. The Academy caps at 6 free spots. There is an incentive for the hosting facility to help with promotions and generate registrations.
 - c. The Academy is responsible for course coordination, brochure/promotions, registration processes, financial transactions, speaker contracts and payments, catering reimbursement to host, course evaluations, and certificate of attendance.
 - d. The Academy will set the registration rates.
 - e. The Academy is responsible for notifying participants and Speakers to bring portable equipment unless provided by the facility.
 - f. The Host is responsible for providing non-portable equipment depending on the course and as outlined in the Course Description and Facility Requirements.
 - g. The Host coordinates logistics onsite during the course, with at least one person available to the speakers for assistance with logistics, A/V, orientation to the local area, etc. Note: the Academy will **not** provide a member to travel and work a course.
 - h. The Academy will provide the Host with an electronic registrant roster.
 - i. The Academy will coordinate with the Speakers on electronic handouts and will send the same to registrants in advance of the course
 - j. All expenses and profits remain with the Academy.

2. Host-Sponsored = The Academy provides the course to an organization for their offering.
 - a. The Host is 100% responsible for onsite logistics, promotion, and registration.
 - b. The Academy will coordinate finding Speakers from the course developer team. Speakers must be paid an honorarium by the Host plus all expenses related to travel to/from the course. The Host must provide a written Speaker agreement to the speakers before considering the course confirmed, and Speakers have the right to negotiate and/or decline to present the course.
 - c. The Host will coordinate with the Speakers to identify the maximum number of participants
 - d. All course expenses and profits remain the responsibility of the Host.
 - e. The host will be responsible for notifying participants and Speakers to bring portable equipment.

- f. The host will be responsible for providing non-portable equipment depending on the course and according to the Course Description and Facility Requirements.
- g. The Academy will coordinate with the Speakers on electronic handouts and will send the same to registrants in advance of the course
- h. The Host will pay the Academy a non-refundable fee of \$1,000.00 due within 30 days of signing Host-Sponsored Agreement provided by the Academy upon confirmation of Speaker availability on dates requested by the Host.
- i. The Host will communicate with the Speakers about registration prior to the course offering. When a Host-defined break-even point is achieved, Speakers will be notified by Host to make travel arrangements.
- j. The decision to cancel a course will be made at a minimum of 15 days prior to the course date, to allow participants and Speakers to cancel reservations, etc. Host will be responsible for reimbursing any non-refundable expenses to Speakers incurred as a result of the cancellation.

Interested parties may contact the Academy's Executive Office, at ClinElectroWM@apta.org