

HOSTING AN IM LIVE COURSE



Function	Time	Set Up
Certification Course	6:00 AM - 6:00 PM	Classroom
IM Pediatric Best Practices Course	6:00 AM - 6:00 PM	Classroom
IM Gait Mate Certification Course	6:00 AM - 2:00 PM	Classroom

WHY SHOULD I HOST A COURSE AT MY FACILITY?

You will earn free course registrations for your employees and/or free IM hours.

# of Paid Attendees	# of Free Participants	Savings
15 (minimum to hold course)	3	\$525.00
16-20	4	\$700.00
21-25	5	\$875.00
26-30	6	\$1050.00

WILL CONTACT HOURS BE OFFERED?

Yes. For the both the IM Certification Course and Pediatric Best Practice Course OTs/COTAs, SLPs/SLPAs, & ATCs (PT/PTAs- see course description for pre-approved states) can earn 8.0 Contact Hours per course. For the IM Gait Mate Certification Course OTs/COTAs & ATCs (PT/PTAs- may submit to their state board) can earn 5.0 Contact Hours per course. *Please note we must have board issued license numbers.

WHAT ARE THE HOSTING REQUIREMENTS?

- The facility must be ADA compliant
- A room available that is large enough to accommodate 30 people set-up classroom style
- The room must be available from the times listed above
- You will need to provide an LCD projector and an 8 by 8 screen for the duration of the course
- As the host, you are required to set the room up (please see preferred room layout attached)
- One electrical outlet per every four seats is preferred
- Provide coffee, tea, water and bagels/muffins in the morning (7:15am) and cookies and sodas in the afternoon (2:45 pm). Attendees will be on their own for lunch. *If your facility is unable to provide food, please contact your representative to see if an alternative can be worked out.

HOW WILL EQUIPMENT FOR THE COURSE WORK?

IM will send computers and equipment so every 2 to 3 participants will have a station. Equipment will arrive approximately 2 days before the course date. You are held liable while the equipment is in your possession. The IM instructor or rep will set up all of the equipment and will need access to the room the evening before the course to set up. You will need to ship the equipment back as directed with prepaid shipping labels.

WHAT IS IM'S CANCELLATION POLICY?

Courses may be cancelled if Interactive Metronome, Inc. does not have payment for 15 attendees and registration forms thirty (30) days prior to the course date.

WHEN DOES THIS SIGNED AGREEMENT NEED TO BE RETURNED?

The agreement shall be considered accepted and the course will be confirmed once both parties have signed below. This signed agreement is due no later than 45 days prior to course date. It is our understanding that you are empowered by your organization to make these arrangements. A signature delivered by facsimile or electronic means will be considered binding for both parties.

*Please contact your sales representation to request a course be hosted at your facility.

<http://www.interactivemetronome.com/IMPUBLIC/contactus.aspx>