



Academy of Neurologic Physical Therapy
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REGIONAL COURSE HOSTING OPTIONS

The Academy of Neurologic Physical Therapy will offer the Academy's developed programming to organizations wishing to sponsor them via two hosting options. Regardless of hosting agreement, the Academy will:

- Coordinate course calendars such that regional duplication will not occur AND
- Determine how many times a course may be offered in a calendar year to optimize attendance.

For both of the options defined below, the Academy owns the course and its content. The course is only modified for purposes that the Academy directs. Course content may not be modified in terms of length. The Host must adhere to the Academy's determination of speaker number.

All agreements are contingent upon a signed hosting agreement dated no less than four months prior to the proposed course delivery date.

Hosting Options:

- 1) **Academy Sponsor with Local Supporting Host:** The Academy sponsors the course with local Host's support. All expenses and revenues remain with the Academy.
 - 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.
 - A number of "free" registrations are provided to the hosting organization once the breakeven point has been attained. An example may be: After 22 paid registrations, the Host receives 4 free registrations. For 30 paid spots, the Host receives 5 free spots. For 40 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.
 - The Academy is responsible for course coordination, brochure/promotions, registration processes, financial transactions, speaker contracts and payments, catering payment, CEU approval, and course evaluations including summary.
 - The Academy is responsible for notifying participants and speakers to bring portable equipment.
 - The Host is responsible for providing non-portable equipment depending on the course.
 - The Host coordinates logistics onsite during the course, with at least one person available to the speakers for assistance with logistics (including identifying caterer with order for Academy approval), A/Vs, orientation to the local area, etc. Note: the Academy will **not** provide a member to travel and work a course.
 - The Academy will provide the Host with an electronic registrant roster.
 - The Academy reserves the right to contract additional course sponsors. Sponsorship efforts will be coordinated with the Host to avoid conflict of interest.
 - All expenses and profits remain with the Academy.
- 2) **Licensed Course:** The Academy provides the developed course to an organization for their offering.
 - The Host is 100% responsible for onsite logistics, promotion, and registration.
 - The Academy will invite speakers from the established speaker bureau. Speakers must be paid standard course rates including honoraria plus all expenses (double occupancy encouraged if feasible). The Academy pre-approves Speaker contract terms. The Host must provide a written speaker agreement to the speakers with a copy sent to the Academy.
 - The Academy will provide the digital brochure template.
 - The Academy will provide the digital course evaluation template.
 - The Academy will provide the handout template for local printing.
 - All course expenses and profits remain the responsibility of the Host.
 - The host will be responsible for notifying participants and speakers to bring portable equipment.
 - The host will be responsible for providing non-portable equipment depending on the course.
 - The Host will pay the Academy a non-refundable \$1,000.00 license fee due within 30 days of signing Agreement.
 - The Host will communicate with the Academy and speakers about registration prior to the course offering. When a break-even point is achieved, speakers will be notified to make travel arrangements.
 - The decision to cancel a course will be made in conjunction with the Academy at a minimum of 15 days prior to the course date, to allow participants and speakers to cancel reservations, etc.

Interested parties may contact the Academy's Executive Office, at info@neuropt.org.