

SITE HOST AGREEMENT for AOTSS SEMINAR

This Site Host Agreement, hereafter referred to as "Agreement," sets forth the conditions agreed upon by:

Abilities OT Services and Seminars, Inc. (AOTSS)

(Presenter/ Seminar Facilitator)

and

(Name of Site Host)

for the following seminar:

(Name of Seminar and Presenters)

on _____ in _____
(Dates) (Location)

Agreement between Site Host and Abilities OT Services and Seminars, Inc. (AOTSS):

Site Host will provide the following at least 3–4 months prior to the seminar date:

- Local marketing to ensure minimum registration is achieved. Sample template brochures can be provided for site host use. AOTSS will provide a link to Site Host's website (with a two-sentence description of your company) on AOTSS' website and PR materials. AOTSS will provide its website information to be placed on Site Host's website and marketing materials for this seminar.

Site Host will provide the following via e-mail to AOTSS at least 8 weeks prior to the seminar date:

- Listing of hotels and restaurants in the immediate area of the seminar site location.
- Directions to the site and transportation information from airports and other public transportation and taxi services.
- If needed: Continuing Education (CE) seminar approval for contact hours from the Site Host's state professional licensing boards. Documentation should be provided upon request. Note: All AOTSS seminars are approved for CE by Maryland OT, PT, and SLP/Audiology state licensing boards (with the exception of the "Accessibility Consulting" seminar, which does not provide CE for SLP/Audiology). AOTSS is an "AOTA Approved Provider of Continuing Education" (#5019) and a member of the "NBCOT Preferred Provider Registry for Continuing Education." Over 20 state licensing boards for OT automatically approve CE earned through all AOTA Approved Providers. AOTSS provides its own Continuing Education Certificates of Attendance accepted by Maryland OT, PT, and SLP/Audiology state licensing boards. Your company is designated on the CE Certificates as the Site Host.

Site Host will provide the following at the seminar:

- Conference room set up for approximately _____ participants with tables and chairs and direct access to an accessible restroom and the entrance/parking area.
- Snacks, drinks, utensils, and paper goods for AM and PM breaks during each day of the course, as well as a registration table and its setup for processing arrivals each morning. AM refreshments will be set up prior to AM registration/sign-in on both days. Items available at all breaks will include coffee, tea, water, juice, fruit, and a snack. Additional items may include soft drinks, candies, cookies, vegetables and dips, etc.
- Pens, blank paper for notes, and any other office supplies needed to conduct the seminar.
- TV/VCR/DVD Player (closed captioning feature recommended).
- Overhead Projection System for DVD/Videos and a laptop computer with a surface for projection.
- CD/Cassette Player for playing music for Sensory Motor and Brain Gym seminars.
- Large presentation pad or whiteboard/blackboard, and markers/chalk.
- 1 helper per _____ registrants to assist the presenter with registration at the seminar and with materials and group projects, set up, and clean up. Examples: 1 helper per 15 registrants for "Sensory Motor Activities on a Shoestring Budget" seminar and "Brain Gym 101" seminar; 1 helper per 25 registrants for "Accessibility

Site Host Contact Information:

Name of Site Host _____

Contact Person _____ E-mail _____

Address _____

Cell Phone _____ Phone _____ Fax _____

Site Host E-mail _____ Site Host Website _____

Mailing address for Site Host to receive course materials (if different from above):

Name _____

Address _____

Phone _____

AOTSS Contact Information:

Abilities OT Services and Seminars, Inc. (AOTSS)
Attn: Shoshana Shamberg
3309 W. Strathmore Ave.
Baltimore, MD 21215-3718
Phone 410-358-7269/Fax 410-358-6454 / Cell Phone 443-794-8858
info@aotss.com / www.aotss.com

This Agreement, prepared in duplicate and distributed to both parties, is valid and binding when the original signatures of the authorized AOTSS and Site Host representatives are on each copy.

SIGNATURES:

Abilities OT Services and Seminars, Inc. Authorized Representative Signature _____
Date

Print Name/Title: _____

Site Host Authorized Representative Signature _____
Date

Print Name/Title: _____