

## SEMINAR SPONSOR AGREEMENT for AOTSS SEMINAR

This Seminar Sponsor 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 Seminar Sponsor)

**for the following seminar:**

\_\_\_\_\_  
(Name of Seminar)

on \_\_\_\_\_ in \_\_\_\_\_  
(Dates) (Location)

### **Agreement between Seminar Sponsor and Abilities OT Services and Seminars, Inc. (AOTSS):**

#### **Seminar Sponsor 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.
- Seminar manual and handouts/materials for each registrant (valued at \$\_\_\_\_\_ per registrant) purchased through AOTSS, unless otherwise specified.
- Pens, blank paper for notes, and any other office supplies needed to conduct the seminar.
- CD/Cassette Players.
- TV/VCR/DVD Players (closed captioning feature recommended).
- Overhead Projection System for DVD/Videos and a laptop computer with a surface for projection.
- Large presentation pad, whiteboard/ blackboard, and markers/chalk.
- 1 helper per \_\_\_\_\_ registrants to assist the presenter with materials and group projects, set up and clean up. *Note: 1 helper per 15 registrants for "Sensory Motor Activities" seminar and "Brain Gym 101" seminar; 1 helper per 25 registrants for "Accessibility Consultation" seminar. Helpers can be registered seminar participants since this will not take them from the learning environment.*
- "Sensory Motor Activities" seminar requires a scissor, glue stick, shoebox, 2 picture magazines, and at least 3 colors (blue, green, red) of construction paper for every 3-5 participants.
- Appropriate accommodations for people with disabilities who are registered participants and have made a special accommodations request, such as for a sign language interpreter, large print or Braille materials, etc.

**Presenter’s Fee:**

The Presenter’s Fee is to be negotiated according to the seminar and number of participants. The standard fee is a flat \$1200 per day for up to 35 participants plus an additional \$25 per each additional participant (for up to 45 participants for the “Sensory Motor Activities” seminar; for up to 60 participants for the “Accessibility Consulting” seminar; and for up to \_\_\_\_\_ participants for the \_\_\_\_\_ seminar).

In addition, the following expenses are to be covered by the Seminar Sponsor:

- Presenter’s expenses for travel, lodging, and meals:
- Seminar’s materials fees:
- Seminar’s manual fees:
- Miscellaneous expenses:
- Total:

**Payment for Invoices:**

Presenter’s Fee is payable by the end of the seminar presentation unless otherwise agreed to and documented in this Agreement. All invoices for expenses must be paid by Seminar Sponsor within 30 days of the seminar date. After this date, there will be a late billing charge of \$25 per month and a penalty fee of \$50 per month. Course manuals and materials must be paid for by the Seminar Sponsor at least 2 weeks prior to the seminar date (they may be shipped to the seminar site prior to the course; therefore, a mailing address must be provided with this contract).

**Special Stipulations:**

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**Seminar Cancellation:**

Seminar Sponsor has the right to cancel all arrangements if a minimum number (#\_\_\_\_\_) of participants are not registered for the course within \_\_\_\_\_ days of the seminar. Notice of cancellation must be provided to AOTSS no less than 2 weeks prior to the course date.

**Communication:**

Seminar Sponsor and Presenter shall remain in contact by the best means possible (e.g., telephone, fax machine, regular mail, email). Seminar Sponsor may check the AOTSS Website Calendar for AOTSS seminar schedules at any time (www.aotss.com). Both parties will provide contact information while travelling and cell phone numbers for emergency contact.

**Disclosure and Copyright Policy:**

AOTSS respects the copyright of all publishers, product manufacturers, and intellectual property. In order to reprint an article for educational purposes, permission is required in writing from the publisher or manufacturer. Written permission must be kept on file and the following must be included: “Permission to reprint this copyrighted material has been provided by (name of appropriate author, publication, or company). Presenters must disclose if they have a vested interest in products that they are promoting.

**SEMINAR SPONSOR CONTACT INFORMATION:**

**MAILING ADDRESS FOR SEMINAR SPONSOR TO RECEIVE COURSE MATERIALS (if different from above):**

**ABILITIES OT SERVICES AND SEMINARS, INC. CONTACT INFORMATION:**

Abilities OT Services and Seminars, Inc. (AOTSS)  
Attn: Shoshana Shamberg  
3309 W. Strathmore Ave.  
Baltimore, MD 21215-3718  
410-358-7269/Fax 410-358-6454  
info@aotss.com  
[www.aotss.com](http://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 Seminar Sponsor representatives are on each copy.**

**SIGNATURES:**

\_\_\_\_\_

Abilities OT Services and Seminars, Inc. Authorized Representative Signature

\_\_\_\_\_

Date

Print Name/Title: \_\_\_\_\_

\_\_\_\_\_

Seminar Sponsor Authorized Representative Signature

\_\_\_\_\_

Date

Print Name/Title: \_\_\_\_\_