

Hosting A Course

Benefits, Options and Responsibilities



To Prospective Host Site,

Thank you for taking the time to review California Education Connection's ***Hosting A Course: Benefits, Options and Responsibilities.***

We hope this information will assist you in making your decision to partner with California Education Connection as one of our valued Host Sites. Our goal is to assist you, your facility and staff in meeting their continuing education requirements and needs. If one of options doesn't work for your facility, please contact us so we can review and come up with a specialized agreement.

If you have any questions or concerns, please feel free to contact our office at (888) 212-5412 or email ceu@californiaeducationconnection.com.

We look forward to bringing our continuing education opportunities to your facility and staff!

Sincerely,

Brian D. Chavarin
Co-Founder, Chief Executive Officer



Table of Contents

Benefits to You:..... 4

Benefits to Your Facility: 4

Host-Site Responsibilities:..... 4

Hosting Options: 5

Scheduling / Timeframe:..... 6

CEU / CEC Accreditation:..... 6

Contact Us for More Information About Hosting 6

Appendix:

 Host Site Request Form

Benefits to You:

- Educate your staff with CEUs at minimal cost.
- Flexible scheduling with multiple choices of topics and instructors.
- Sponsor instruction on the most effective clinical strategies.
- Promote staff learning opportunities and professional development.
- Enhance clinical reasoning and hands-on skills for faster reimbursable results.

Benefits to Your Facility:

- Complimentary staff space(s) to the program.
- Branding and Promotion on all course advertising including printed brochures, website advertising on multiple websites and email campaigns.
- Increased public relations within the Allied Health and medical communities.
- Establish your facility as a premier education Host Site

Host-Site Responsibilities:

- Secure appropriate lecture and/or laboratory meeting room. (20 - 40 people)
- Lecture area should be setup in Classroom Style (chairs & tables) or Theater Style (chairs only)
- Provide audio visual equipment as needed (LCD, Projection Screen, Microphone)
- Arrange for coffee / drink service along with light refreshments during Check-In / Registration.
- Arrange for afternoon drink/snack service.
- Establish one Host-Site Liaison. This person will be our Administrative contact. We will work with this person to ensure contracts are received and other certain information is sent to CEC.
- Assign one or two Host Site Reps to assist with check-in and check-out process. Host Site Reps should also be available during the course to assist with any urgent matters regarding the facility.
- Provide Host Site map, directions and local hotels to CEC.
- Transport the instructor to/from the hotel (If needed).

Hosting Options:

In order to meet your needs and requests, we have three options for hosting a course.

Public

This option is for those facilities that are interested in hosting one of our public courses. The public course schedule is set by CEC (topic, date and city). With enough advance notice, CEC can work with your facility to schedule topics and dates that meet your needs and availability. With this option, CEC assumes the complete responsibility for the marketing, promotion and administration of the course. The Host Site has no financial commitment. In return for the Host Site providing the meeting room and other items, CEC will provide two - three complimentary spots for the course. Opportunities exist for Host Site to earn additional Comp Spots.

Semi-Private

This is ideal for those facilities that have a volume of staff that would like to attend the course. CEC will negotiate a significantly reduced Registration Fee for each participant. The Host Site would agree to pay the reduced rate for the staff members. CEC would then schedule this as a public course and assumes the complete responsibility for the marketing, promotion and administration of the course.

Private

This option is for those facilities that have a set amount of staff interested in a certain course. CEC will negotiate a flat fee to contract the topic and date of choice. With this option the facility will be responsible for the negotiated fee and CEC will administer the course. To maximize the greatest savings, it is best to have at least 15 plus participants.

In order to submit your request for Hosting a Course, please complete the Host Site Request Form



Scheduling / Timeframe:

Generally we are able to schedule courses within 12 weeks from the date of request. Please keep in mind that the timeframe may fluctuate depending on the type of course requested and the availability of the instructor(s).

CEU / CEC Accreditation:

California Education Connection is an approved continuing education provider for many organizations. We will work with your organization to ensure that the appropriate approvals are in place for the requested course(s).

Contact Us for More Information About Hosting

If you would like more information about hosting a course at your facility, please contact our office at (888) 212-5412 or e-mail us at ceu@californiaeducationconnection.com





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Host Site Contact

Name of Liaison: _____

Phone: _____ Ext: _____ Fax: _____

E-mail: _____

Facility Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Seminar/Course Information

Seminar(s) Desired: _____

Instructor: _____

Number of participants from you facility that will attend: _____

Date(s) desired: _____

Please be sure to check local, state and national conference dates before picking date(s).

Is this a request for _____ Public Course _____ Private Session _____ Semi-Private
(Please check appropriate box)



Conference Facility Information

Name of conference space/facility: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Dimensions: Width _____ Length _____ Ceiling Height _____ Sq Feet _____

Audio-visual equipment available (Please check the items available for use)

Screen Slide Projector Overhead Projector LCD Projector

Laptop Computer VCR Laser Pointer Microphone

Is there a cost involved for the use of the equipment? Yes No

How Much? _____

Catering

It is customary for the host facility to provide a light breakfast during registration and refreshments during seminar breaks.

Can your facility arrange for and pay for this service? Yes No

Describe: _____

Are there convenient locations within walking distance for lunch? Yes No

Describe: _____



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Travel / Accommodations

Name of Local Airport: _____ Distance from facility: _____

Local Hotels and distance from facility: _____

Marketing / Promotion

We have found that the one of the best methods to ensure a successful seminar is additional promotion by the host facility.

Would you be able to help with this? Yes No

How many brochures would you need? _____

Please describe any previous experience hosting a seminar: _____

Please submit completed form to the following:

California Education Connection
5220 Clark Avenue
Suite 320
Lakewood, CA 90712

Office (888) 212-5412
Fax (866) 226-3429

brian@californiaeducationconnection.com