

## Responsibilities:

### The Host/Sponsor

*With regards to the Maxine, (and assistant if more than 16 registrants), the host is responsible for:*

1. Accommodation (a place to sleep, shower and dress – can be very simple)
2. Airport pick up and drop off
3. A lift to the organic food store on arrival
4. Transport to and from the venue
5. Cover cost of flight or transport to the host city if 12 or fewer registrants (Maxine only)

*With regards to the course advertising the host is responsible for*

1. Promoting the course includes emails, calling, directing to websites etc
2. Finding the venue and equipment on the list (within budget) including lunch place list
3. Purchasing (within budget - \$30/day) and presenting the snacks, and monitoring throughout the class period.
4. Co-ordinating the attendee list with the Maxine
5. Registering attendees on the day of the class (need signature sign in sheet)

*With regards to the days of the course the host is responsible for*

1. Pick up (or make) snack food & supplies (shopping list attached)
2. Print registration list for check-in on first day compiled from coordination with Maxine
3. Setting up snack food each day
4. Help Maxine set up - chairs, tables, projector, screen, massage table, registration table, snack table,
5. Manage registration (checking people in and giving them some direction - name tags, manuals, need their signatures for CEUs, correct email and info, signed Agreements etc)
6. Manage snack table as needed during class
7. Manage errands and interruptions etc that are normal part of making the day work
8. Assist Maxine with clean up/pack up at end of day
9. Submitting snack food receipts to Maxine for reimbursement
10. After discussion - submitting venue cost receipts to Maxine for reimbursement

### Maxine will:

1. Provide PDF of course – flier – usually on the website
2. Provide template for emailing, and email to current potential students list
3. Post on websites
4. Be able to help with marketing and presenting the 90 minute “Intro To Clinical Neuroplasticity” for which there are 1 CEU. This can be online or on site – further discussion needed.
5. Schedule in online for electronic registration and Credit card processing – you don’t need to collect money
6. Cover cost of flight or transport to the host city if there 13+ registrants
7. Cover own meals and drinks
8. Cover cost of snacks to budget limit. (\$2.50 per person per day – about \$25-\$30 per day)
9. Name tags
10. Cover costs of international registration, manual purchase or printing, certificate purchases and postage
11. Bring own computer / hmdi cable /speaker / laser pointer/ demo equipment (parachute/balance ball/ balloons etc)