

Hosting a Workshop in the Continental U.S.

1- or 2-Day Workshops may be hosted by clinics, schools, or other organizations with the means to secure an adequate venue for the expected number of participants. **Workshops in the continental U.S. are typically scheduled at least 6 months in advance, depending on the location and availability of the Speaker.**

Host organization must aid in local marketing of the program by email, phone calls, posting flyers, etc. (large mailing list and local area partnerships preferred). A deposit of 50% of the speaker's fee is required upon scheduling the program. All applicable travel costs must be covered, including roundtrip airfare, ground transportation, accommodations, and per diem.

Speakers and Fees:*

Dr. Lucy Jane Miller, PhD, OTR/L, FAOTA – Founder	\$6,000/day
Dr. Sarah A. Schoen, PhD, OTR/L – Director of Research	\$4,000/day
Virginia Spielmann –Associate Director	\$2,000/day
Mim Ochsenbein, MSW, OTR/L – Director of Education	\$1,500/day

Other STAR Institute Staff

*Additional fees may apply dependent on course material and/or need for speaker to bring specialized equipment (e.g. iLs units)

Please review the following Course Outlines, Sample Letter of Agreement, and Event Rider for an overview of the requirements of hosting a 1-or 2-Day Workshop at your location. If agreeable, please complete the online [Inquiry Form](#) to confirm your interest in hosting a workshop, including your location, preferred workshop, prospective dates, and expected audience. We will follow up to confirm receipt within 5 business days and check availability of the Speaker during that time.

Please contact education@spdstar.org with any questions.

STAR Frame of Reference 1-Day Introduction
An introduction to the STAR Frame of Reference

This 1-day lecture based introduction will introduce participants to the STAR Frame of Reference designed to support clinical reasoning when providing therapeutic services to individuals with sensory processing challenges and their families.

Time Table:

Session 1	Introduction & Orientation to the STAR PROCESS	90 minutes
	Morning Break	
Session 2	Regulation, Relationships and Sensory Processing	90 minutes
	LUNCH BREAK	
Session 3	Sensory Subtypes, thinking dimensionally about sensory processing challenges - videos	90 minutes
	Afternoon break	
Session 4	The seven primary Principles of the STAR PROCESS - videos	90 minutes
Close	Close - Q&A	

STAR PROCESS 2-Day Workshop

An introduction to the STAR Frame of Reference and Application to Practice

This 2-day workshop will introduce participants to the STAR PROCESS, a Frame of Reference designed to support clinical reasoning when providing therapeutic services to individuals with sensory processing challenges and their families.

Time Table:

Day 1

Session 1	Introduction & Orientation to the STAR PROCESS	90 minutes
	Morning Break	
Session 2	Regulation, Relationships and Sensory Processing	90 minutes
	LUNCH BREAK	
Session 3	Sensory Subtypes, thinking dimensionally about sensory processing challenges - videos	90 minutes
	Afternoon Break	
Session 4	Disordered Sensory Processing and cooccurring diagnoses	90 minutes
Close	Close – Q & A	

Day 2

Session 5	Research – the biological basis for sensory processing challenges and treatment effectiveness	90 minutes
	Morning Break	
Session 6	The seven primary Principles of the STAR PROCESS - videos	90 minutes
	LUNCH BREAK	
Session 7	The seven primary Principles of the STAR PROCESS - videos	90 minutes
	Afternoon Break	
Session 8	Fidelity, Therapist and Environment Qualities, STAR - videos	60 minutes
Close	Close – Q & A	

Option 1: Host Sets Registrations

Payment Schedule	Registration	Host Benefits
Initial deposit: 50% of speaker fees Second deposit: 50% of speaker fees 2 months prior (upon confirming the program) Final payment: Due within 2 weeks of the end of the program	Host will manage registrations	Host can set the fee for registration to help offset their costs

Option 2: STAR Institute Sets Registrations

Payment Schedule	Registration	Host Benefits
No deposit required Minimum registrations (20) needed 6 weeks prior to program	STAR will manage registrations 20-person minimum	STAR handles all registrations through its website Profit sharing at 50% for every fully paid registration over 20 people



Sample Letter of Agreement
{Host Organization}
{Program Dates}

This letter of agreement confirms a STAR Institute {Speaker} to participate in a workshop with the {Host Organization}, {Dates}.

Host:

Contact:

Phone & Address:

Speaker:

Event:

Time & Length:

City & Location:

A/V requirements: See Event Rider

Requirements of host:

- Print handouts for all attendees. Handouts will be provided to host in PDF format via Dropbox.
- Aid in local marketing of the program by email, phone calls, posting flyers, etc.

Speaker Honorarium: {\$/day}



Please email signed agreement to caraly.walker@spdstar.org by {2 weeks from today} to hold the date. You may also fax the agreement to the attention of Caraly Walker at 303-322-5550. A deposit of {\$} (50% of the Speaker's Fee) is due by {date}. This check should be made payable to STAR Institute. The balance of {\$} is due by {date}

In the unlikely event of a cancellation by the Host the following standard policy will be recognized and upheld by the Host allowing STAR Institute and {Speaker} to cover any overhead charges and compensation for any financial loss.

The standard policy is as follows:

- If canceled by Host 61 or more days prior to engagement retainer is forfeited.
- If canceled by Host within 60 days of engagement 100% of fee is due.

All cancellations must be made in writing to STAR Institute and payment must be made within a ten-day period after canceling.

All charges other than for fee, including expenses for {Speaker}, will be billed additionally (unless otherwise stated). Expenses will include, but are not limited to, round-trip airfare, other transportation charges and expenditures, local lodging, meals, taxicab and or car service fares, and any other expenses related to {Speaker}'s program (unless otherwise noted). STAR Institute will send an invoice on behalf of {Speaker} to Host, payable upon receipt.

In the event that there are any sales taxes, admission taxes, user fees or other charges, taxes or fees of any kind levied by the jurisdiction where the Engagement is to take place, the Host shall be wholly responsible for any and all such taxes and expenses in addition to any other payment due under the terms of this Agreement.

If, due to illness, act of God, etc., STAR Institute has to cancel the engagement, a replacement speaker of equal caliber will be supplied by STAR Institute that will be agreed upon by the Host or any monies paid will be refunded to the Host.

NOTE: NO VIDEO TAPING OR RECORDING MAY BE DONE OF {SPEAKER}'S PRESENTATION WITHOUT PRIOR CONSENT OF SPEAKER AND WRITTEN PERMISSION FROM STAR INSTITUTE. No lecture, appearance, or performance "program" is to be broadcast, recorded, videotaped, webcast or otherwise reproduced without written permission. If permission is given, a copy of any broadcast, recording, videotape, webcast or other reproduction must be sent to STAR Institute. STAR Institute and {Speaker} reserve all copyrights for the program and any broadcast, recording, videotape, webcast, reproduction or rebroadcast. The program remains the intellectual property of STAR Institute. STAR Institute and {Speaker} reserve the right to videotape the program if they so choose.

{Speaker}'s name or likeness may not be used as an endorsement of any product or service in connection with any commercial venture without prior written permission from STAR Institute or {Speaker}.

{Speaker} shall have the right to sell books or related merchandising items at the event if desired.

No additional activities shall be planned by the Host nor expected of {Speaker} unless expressly contained as part of the terms of this agreement. The fee is understood to be for the speaking engagement only. Any material change in the nature of this contract shall constitute a breach of this contract unless agreed to in writing by the parties hereto.



STAR Institute shall be responsible for providing certificates of attendance to participants (if specifically requested by the Host), for which full contact information for each participant would need to be provided. Continuing education units will not be provided to participants for completion of this program.

The parties hereto agree that nothing in this Agreement is intended to create, nor shall anything herein be construed or interpreted as creating a partnership, joint venture or any other such business relationship between {Host Organization} and STAR Institute for SPD, and both parties understand that each shall be responsible for its own separate debts, obligations and other liabilities and shall have no authority to act as agent for the other except to the extent necessary to carry out the purpose of this Agreement.

{Host Organization} agrees to hold STAR Institute for SPD and all its officers, agents, directors, and employees harmless against all claims, losses, expenses (including reasonable attorneys' and expert witnesses' fees and costs) and injuries to person or property (including death) resulting in any way from any act, omission, or negligence on the part of {Host Organization} or STAR Institute for SPD in the performance of or failure to perform the scope of work under this Agreement, excepting only those losses which are due solely and directly to the gross negligence.

Any disputes as to compliance with or enforcement of this Agreement, which the parties are unable to resolve, shall be submitted for final and binding arbitration to a mutually agreed upon arbitrator. If no arbitrator can be agreed upon, the dispute shall be submitted to and binded by the procedures of the American Arbitration Association. Such arbitration shall be held in the County of Arapahoe, State of Colorado. The cost of the arbitration, including the cost of the winning party's attorney's fee, shall be assessed by the Arbitrator against the losing party.

This contract is not valid until STAR Institute receives a signed copy.

The person signing this contract for the Host warrants that he/she is signing as a duly authorized representative of the Host. This contract may be executed in one or more counterparts, each of which will be deemed an original but all of which when taken together will constitute one of the same instrument. This instrument sets forth the entire agreement between the parties and shall not become effective until copies of the contract are executed by all parties. This contract may not be altered, changed, modified or waived in whole or in part except by an agreement in writing signed or initialed by the parties. An executed facsimile copy of photocopy of this contract shall be deemed an original.

The undersigned parties understand and agree to all terms and conditions stated above. Thank you for allowing us the privilege of working with you!

Agreed to by: {Host Organization}

Date_____

Agreed to by STAR Institute for Sensory Processing Disorder on behalf of {Speaker}

Date_____



Faculty Lecture Rider

The following is a list of preferred needs that help ensure a successful event. We understand some requests are not always possible in certain venues. Please contact our event coordinator if you have questions or concerns about providing any of the following conditions.

Accommodations and Transportation

_____ Hotel accommodations must be professional/business class, 4 stars, with food accommodations.

_____ Ground transportation to hotel and event venue to be provided. Preference is for a taxi or car service, rather than a super shuttle.

Facility and Equipment

_____ It must be possible to darken the room while leaving enough light for participants to take notes during presentation.

_____ Speaker must be able to be seen clearly by all participants (raised stage is preferred).

_____ Professional-grade sound system or speakers to plug into the computer to be provided. Videos will be used in presentation so appropriate technology is needed to accommodate video and audio embedded in Keynote (Apple computer).

_____ Detachable microphone with a 25' cord or a cordless microphone, and a professional grade sound system to be provided.

_____ Table or lectern that fits laptop. Speaker will provide her own laptop for the presentation containing video and will supply the converter cables.

_____ Lighted podium

_____ Stool to sit on

_____ 9' x 12' projection screen (minimum) provided.

_____ Bottled water, either on the podium or on a table nearby to be provided.

_____ All cords securely taped to floor.

_____ Please have your technical person and all of the technical equipment in place when Speaker arrives 45 minutes prior to the engagement so she may review the audio and video equipment and discuss any further needs.



STAR Institute
for Sensory Processing Disorder

Collateral Material

_____ Advance promotional materials (invitations, flyers, newsletters, etc.) that mention the Speaker or her presentation must be approved **prior** to distribution, posting or publishing.

_____ Copies of all handouts are to be reproduced at your site and available to participants attending lecture. (Length of handout depends on the specific presentation.)

Reproduction

_____ No Flash Cameras, video, or other recording will be permitted. **Please provide adequate and visible signs to this effect.**

_____ No lecture/program/performance or any part thereof is to be reproduced by any means, including, but not limited to: reproduction by broadcasting video, audio recording or transcript without the written permission of the Speaker.

We have read the above terms to ensure a successful speaking engagement, and agree to comply with each requirement.

STAR Institute Authorized Signature

Host's Authorized Signature

Sponsors:

Event Name:

Date:

Location:

Please return signed copy to STAR Institute via email at caraly.walker@spdstar.org or fax to 303.322.5550