

Co-hosting an Off-site Level 1 Intensive Mentorship Program Outside the Continental U.S.

Off-site Level 1 Intensive Programs may be co-hosted by large clinics or other organizations with the means to secure an adequate venue for 15-25 participants. **Co-host 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 \$3,600 is required upon scheduling the program.

Please review the following Sample Agenda, Sample Letter of Agreement and Requirements Checklists for an outline of the other requirements and benefits offered with co-hosting this program. If agreeable, please complete the online [Inquiry Form](#) to confirm your interest in Co-hosting an Off-site Level 1 Intensive Mentorship Program, including your location, prospective dates and estimated number of attendees. We will follow up to confirm receipt within 5 business days.

Please contact education@spdstar.org with any questions.



Advanced Intensive Mentorship: Diagnosis & Treatment of Sensory Processing Disorder

Day 1		Day 2		Day 3		Day 4	
8:00 AM							
8:30 AM	Introductions	Q & A		Q & A		STAR Evaluations and Paperwork	
9:00 AM	Program Introduction	Lecture: Discrimination		Lecture: Posture		Lecture: Research	
9:30 AM	Lecture: STAR Frame of Reference						
10:00 AM							
10:30 AM	Break					Break	
11:00 AM	Lecture: STAR Frame of Reference (Cont.)	Break		Break		Lecture: Research (cont.)	
11:30 AM		Discussion: SDD Treatment Video		Discussion: Posture Treatment		Lecture: Sound Therapy and equipment demo	
12:00 PM	Lunch 12:00-1:00	Lunch 12:00-1:00		Lunch 12:00-1:00		Lunch 12:00-1:00	
12:30 PM							
1:00 PM	Lecture: SMD Dx. Treatment SOR/ SUR, SS/C	Lecture: Praxis		Lecture: Assessments		Lecture: A SECRET	
1:30 PM							
2:00 PM							
2:30 PM							
3:00 PM	Break	Break		Break		Break	
3:30 PM	Discussion: SMD Treatment Video	Discussion: Praxis Treatment		Lecture: Observations in the clinic Clinical Reasoning		Discussion: A SECRET Tx Video	
4:00 PM				Lecture: Goal Attainment Scaling			
4:30 PM	End of Day Evaluation	End of Day Evaluation		End of Day Evaluation		Final Questions; Program Evals	
5:00 PM							
5:30 PM							



**Letter of Agreement
{Co-host Organization}
{Program Dates}**

This letter of agreement confirms that STAR Institute for SPD will participate in an Off-site Level 1 Mentorship program with {Co-host Organization}.

Co-host: {Co-host Organization}

Contact:

Phone & Address:

Email:

Scheduled Faculty Speakers: {faculty member names}

Program: STAR Institute for SPD Level 1 Intensive Mentorship Program

Time & Length: 4-day program, typically 8:30AM-5:30 PM each day (a detailed schedule will be provided at a later date)

City & Location:

Facility requirements: See Facility Requirements Checklist attached hereto

A/V requirements: See A/V Requirements Checklist attached hereto

Food and Beverage requirements: See Food and Beverage Requirements Checklist attached hereto

Program Deposit: \$3,600



Please email signed agreement to caraly.walker@spdstar.org by {2 weeks from today} to hold the dates. You may also fax the agreement to the attention of Caraly Walker at 303-322-5550. A deposit of \$3,600 is due by {4 weeks from today}.

All expenses for STAR Institute for SPD Faculty are included in the program deposit (unless otherwise stated). Expenses will include, but are not limited to, round-trip airfare, other transportation charges, local lodging, meals, taxicab and or car service fares (unless otherwise noted). Co-host will be responsible for providing a continental breakfast, snacks, and beverages for participants and faculty each day (see Food and Beverage Requirements Checklist).

Attendee applications (registration) and fees will be managed by STAR Institute for SPD to ensure minimum requirements and prerequisites for the program are met. STAR Institute for SPD shall be responsible for managing continuing education process and providing AOTA CEU certificates of attendance to participants who complete the 4-day program in full.

A minimum of 15 participants is required to confirm the program and attendance and is limited to a maximum of 25 participants (Co-host must obtain approval from STAR Institute for SPD to increase this number). 1 free registration for every 5 registrations received is offered to Co-host staff, colleagues and affiliates. All participants must apply through STAR Institute for SPD with a designated promotional code and meet the basic requirements for attending the program.

A profit sharing option of 20% per full registration fee (\$1,675) is offered to the Co-host if registrations exceed 15 fully paid participants. Benefits are outlined as follows:

Profit Measure:	Co-host share:
Amount at 20% per registration (\$1,675) over 15	\$335
Amount with 5 registrations over 15	\$1,675
Amount with 10 registrations over 15	\$3,350

In the event the minimum number of 15 registrations is not met, STAR Institute for SPD reserves the right to cancel within 61 days of the program and 50% of the Program Deposit will be retained.

In the event of a cancellation by the Co-host, the following standard policy is accepted by the Co-host allowing STAR Institute for SPD and its Faculty to cover any overhead charges and compensation for any financial loss.

The standard policy is as follows:

- If canceled by Co-host 61 or more days prior to the program, 50% of the Program Deposit will be retained.
- If canceled by Co-host within 60 days of the program 100% of the Program Deposit will be retained.

All cancellations must be made in writing to STAR Institute for SPD and any outstanding payment obligation must be made by Co-Host within ten days after canceling.

If, due to illness, act of God, or other unavoidable circumstances STAR Institute for SPD must cancel the scheduled engagement and replacement faculty speakers of equal caliber cannot be supplied by STAR Institute for SPD agreeable to Co-host, all monies paid will be refunded to the Co-host.



NO VIDEOTAPING OR RECORDING OF STAR INSTITUTE FOR SPD FACULTY PRESENTATIONS MAY BE DONE WITHOUT PRIOR CONSENT OF SPEAKERS AND WRITTEN PERMISSION FROM STAR INSTITUTE FOR SPD. 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 provided to STAR Institute for SPD. STAR Institute for SPD and its Faculty reserve all copyrights for the program and any broadcast, recording, videotape, webcast, reproduction or rebroadcast of the program. The program remains the intellectual property of STAR Institute for SPD. STAR Institute for SPD reserves the right to videotape the program if so chooses.

The names or likenesses of STAR Institute for SPD Faculty may not be used as an endorsement of any product or service in connection with any commercial venture of Co-host without prior written permission from STAR Institute for SPD.

No additional activities shall be planned by the {Co-host Organization} nor expected of STAR Institute for SPD Faculty unless expressly contained as part of the terms of this agreement. The fee is understood to be for the Level 1 Mentorship program 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.

{Co-host Organization} agrees to:

1. Secure an adequate venue for 15-30 participants.
2. Meet all facility, food and beverage, and A/V requirements as stated by STAR Institute for SPD.
3. Aid in local marketing of the program by email, phone calls, posting flyers, etc.
4. Provide copies of any and all marketing/promotional materials to be approved by STAR Institute for SPD prior to distribution.
5. Make arrangements for participants to make or receive a hardcopy of the course materials, in the event that a participant is unable to retrieve digital copies.

STAR Institute for SPD agrees to:

1. Manage attendee applications and fees.
2. Send a digital copy of all course materials to participants and instructions for printing two weeks prior to the scheduled course.
3. Send a digital copy of all course materials and one completed, collated hardcopy notebook of all materials including tabs and dividers two weeks prior to the scheduled course. (This will serve as {Co-host Organization’s} copy and as a reference for participants during the course.)
4. Provide individual AOTA CEU certificates to each qualified participant within 10 business days of the program.
5. Maintain AOTA CEU records for this course in accordance with AOTA requirements.

The parties agree that nothing in this Agreement is intended to create, nor shall anything in this Agreement be construed or interpreted as creating a partnership, joint venture or any other such business relationship between {Co-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.

{Co-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 {Co-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 first be submitted to mediation in Arapahoe County, Colorado. If the mediation is unsuccessful in resolving the dispute, it will 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 bound by the procedures of the American Arbitration Association. Such arbitration shall be held in the County of Arapahoe, State of Colorado. The costs of the arbitration, but not including attorney's fees, shall be assessed by the Arbitrator against the losing party.

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

The person signing this contract for the Co-host warrants that he/she is signing as a duly authorized representative of the Co-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: {Co-host Organization}

Date _____

Agreed to by STAR Institute for SPD

Date _____

Off-site Level 1 Mentorship Program

The following are required to help ensure a successful program. Please contact our event coordinator if you have questions or concerns about providing any of the following conditions.

Facilities Requirements Checklist

✓ Item	
	Conference room should be able to accommodate 30 people
	Conference room must be set up with tables and chairs in classroom style - No more than three people per 6 ft. table
	1 6-8 ft. table must be set up at the front of the room for faculty speaker laptop, notebook, etc.
	2 stools/chairs provided for faculty speakers

Audiovisual Requirements Checklist

✓ Item	
	A/V support person to arrive at 8:15 am on the first day to facilitate set up of the audio and video equipment and discuss any further needs
	A/V support person must be onsite and readily available during all 4 days of the course
	LCD projector for laptop computer (make sure bulb works correctly)
	Large enough projector screen(s) for all participants to clearly see slides from anywhere in the room
	Professional-grade sound system or speakers to be plugged into laptop that will allow all participants to clearly hear the presenters from anywhere in the room
	Audio hook-up cable between the laptop and the Audio/Sound system being used
	Cables to connect computer to LCD projector. The AV support person should have cables available for BOTH a VGA hook up as well as an HDMI hook up.
	Faculty speakers must have the ability to actively and directly change the levels of lighting
	Power cords and power strips to run all electrical equipment
	All cords securely taped to floor

Food and Beverage Requirements Checklist

✓ Item*	
	Food and Beverage should be provided onsite each day and accommodate all participants and faculty
	Continental breakfast, including coffee and hot tea, should be provided each morning no later than 30 minutes prior to start time. Options may include: Whole or cut fruit, bagels and cream cheese, assorted healthy breads/muffins, granola/energy bars, assorted yogurts with granola, etc.)
	Snacks, including water, soda and/or iced tea and lemonade should be provided for afternoon breaks. Options may include: vegetable crudité's with dipping sauces, tortilla chips with salsa and guacamole, popped popcorn and pretzels, cheese and crackers, assorted sweet & salty snack bags.
	A map (preferred) or list of lunch options within walking distance should be provided in advance

Agreed to by: {Co-host Organization}

Contact Signature

Date

Contact Printed Name