



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

This letter of agreement confirms {Co-host Organization}'s participation in the SOS Approach to Feeding Conference sponsored by STAR Institute for Sensory Processing Disorder (SPD). The SOS Approach to Feeding is a transdisciplinary program for assessing and treating children with feeding and weight/growth difficulties with an expected attendance of 150-250.

Co-Host: {Co-host Organization}

Contact:

Title:

Phone & Address:

Time & Length: Thursday-Sunday, 8am-5pm daily (Ending at 3:15 on Sunday)

Address of event:

Please fax or email signed agreement to STAR Institute (fax 303-322-5550 or caraly.walker@spdstar.org) by **{2 weeks from today}**.

STAR Institute will provide:

- Marketing
 - STAR Institute will market through e-mail blasts from database and Google searches, website and social networks
 - STAR Institute will provide a digital flyer for emailing or printing
- Venue
 - STAR Institute will negotiate and make arrangements with venue/caterer to include:
 - Area for AM and PM snack breaks with 2-3 six-foot tables for food and beverage set up
 - Continental breakfast and light snacks such as cheese and crackers, finger foods, etc., enough to feed all registered attendees as well as non-alcoholic beverages
 - Seating for number of registered attendees in classroom style
- Online registration management system
- Program creation and printed notebooks for each attendee
- **50% discount** on registrations for four volunteers to attend all four days of the conference. A code will be provided for this purpose for each individual to register. Discount must be used for volunteers.

STAR Institute will keep 100% of the proceeds.

{Co-host Organization} will provide:

- Marketing
 - {Co-host Organization} is required to contact colleagues (to include Pediatric OTs, SLPS, Nutritionists, Dietitians, Psychologists, Nurses, and Pediatricians) in the state of {State} and surrounding areas to tell them about the course and will email flyers and/or contact surrounding clinics and hospitals. A minimum of 150 attendees is expected to proceed with conference.



- Demonstration Food
 - **{Co-host Organization}** or individual volunteers are expected to purchase and incur the cost of demonstration food needed for the conference. (This usually runs about \$75-\$150 depending on the number of attendees)
 - See attached Demo Food Requirements Checklist and Demonstration Food Schedule
- Four Volunteers
 - Must attend all four days of conference
 - Will receive **50% discount** on registration
 - **Complete the following prior to conference:**
 - Review Frequently Asked Questions Document (to be provided via email 1 week prior to conference)
 - Purchase Demonstration Food (see attached)
 - Review volunteer duties:
- **Day 1:**
 - 6:45-7:15am:
 - **All volunteers** meet with Conference Coordinator about expectations and ask questions of the Conference Coordinator. Banquet manager contact info. will be given to those who need it.
 - **All volunteers** needed for set-up for registration and assisting with last minute set-up of conference (i.e. correct number of seats, setting out conference binders and blank notecards, setting out name badges, check cleanliness of bathroom facilities, etc.)
 - 7:15-8:10am: **All volunteers** assist with registration at registration tables including:
 - Have participants confirm that their information on file is correct on master registration sheet (i.e. spelling of name, discipline, email address)
 - Have participants sign in (with the TIME) on sign in sheet
 - Provide participants with their name tag
 - 9:50 (10 minutes prior to AM break):
 - **Volunteer 1** to check cleanliness of bathroom facilities and notifies banquet manager if attention is needed immediately or following break (i.e. restocking paper towels, toilet paper, soap, cleaning up spills, etc.)
 - **Volunteer 2** to check that snacks and refreshments are put out and notify banquet manager of any needs. Notify conference coordinator of any major issues
 - 10:00-10:15 (am break):
 - **All volunteers** meet at STAR Institute's table to answer frequently asked questions from attendees
 - **Volunteer 3** to be available to help answer participant questions; seek out conference coordinator for any unique issues or questions that cannot be answered
 - **Volunteer 4** requests lunch order for speakers (Dr. Toomey will provide credit card to order food)
 - 11:15/11:30:
 - **Volunteer 4** leaves to pick up lunch for speakers to be returned prior to 12:00 lunch break
 - 11:50-12:10:
 - **All volunteers** meet at STAR Institute's table to answer frequently asked questions from attendees and to remind participants to sign out
 - 12:50-1:00:
 - **All volunteers** meet at STAR Institute's table and/or sign in/out table to answer frequently asked questions and remind participants to sign in
 - 2:50 (10 minutes prior to PM break):
 - **Volunteer 1** to check cleanliness of bathroom facilities and notifies banquet manager if attention is needed immediately or following break (i.e. restocking paper towels, toilet paper, soap, cleaning up spills, etc.)
 - **Volunteer 2** to check that snacks and refreshments are put out and notify banquet manager of any needs. Notify conference coordinator of any major issues.
 - 3:00-3:15 (pm break):



- All volunteers meet at STAR Institute's table to answer frequently asked questions from attendees
- Volunteer 3 to be available to help answer participant questions; seek out conference coordinator for any unique issues or questions that cannot be answered
- 4:50-5:10:
 - All volunteers meet at STAR Institute's table to answer frequently asked questions from attendees and to remind participants to sign out
 - Volunteer 2 to do a lost and found sweep of conference room
- * **Either during the morning break or lunch All volunteers will be needed to assemble the demo food baggies if this has not already been completed.**

• **Day 2:**

- 7:30:
 - All volunteers meet at STAR Institute's table and/or sign in/out table to answer frequently asked questions and remind participants to sign in
 - All volunteers assist with last minute set-up of conference (i.e. correct number of seats, breakfast set-up correctly, cleanliness of bathroom facilities, etc.)
- 9:50 (10 minutes prior to AM break):
 - Volunteer 1 to check cleanliness of bathroom facilities and notifies banquet manager if attention is needed immediately or following break (i.e. restocking paper towels, toilet paper, soap, cleaning up spills, etc.)
 - Volunteer 2 to check that snacks and refreshments are put out and notify banquet manager of any needs. Notify conference coordinator of any major issues
- 10:00-10:15 (am break):
 - All volunteers meet at STAR Institute's table to answer frequently asked questions from attendees
 - Volunteer 3 to be available to help answer participant questions; seek out conference coordinator for any unique issues or questions that cannot be answered
 - Volunteer 4 requests lunch order from Speakers (Dr. Toomey will provide credit card to order food)
- 11:15/11:30:
 - Volunteer 4 leaves to pick up lunch for speakers to be returned prior to 12:00 lunch break
- 11:50-12:10:
 - All volunteers meet at STAR Institute's table to answer frequently asked questions from attendees and to remind participants to sign out
- 12:50-1:00:
 - All volunteers meet at SPDF table and/or sign in/out table to answer frequently asked questions and remind participants to sign in
- 2:50 (10 minutes prior to PM break):
 - Volunteer 1 to check cleanliness of bathroom facilities and notifies banquet manager if attention is needed immediately or following break (i.e. restocking paper towels, toilet paper, soap, cleaning up spills, etc.)
 - Volunteer 2 to check that snacks and refreshments are put out and notify banquet manager of any needs. Notify conference coordinator of any major issues
- 3:00-3:15 (pm break):
 - All volunteers meet at STAR Institute's table to answer frequently asked questions from attendees
 - Volunteer 3 to be available to help answer participant questions; seek out conference coordinator for any unique issues or questions that cannot be answered
- 4:50-5:10:
 - All volunteers meet at STAR Institute's table and/or sign in/out table to answer frequently asked questions and remind participants to sign out
 - Volunteer 2 to do a lost and found sweep of conference room



- **Day 3:**

- 7:30:
 - All volunteers meet at STAR Institute's table and/or sign in/out table to answer frequently asked questions and remind participants to sign in
 - All volunteers assist with last minute set-up of conference (i.e. correct number of seats, breakfast set-up correctly, cleanliness of bathroom facilities, etc.)
- 9:50 (10 minutes prior to AM break):
 - Volunteer 1 to check cleanliness of bathroom facilities and notifies banquet manager if attention is needed immediately or following break (i.e. restocking paper towels, toilet paper, soap, cleaning up spills, etc.)
 - Volunteer 2 to check that snacks and refreshments are put out and notify banquet manager of any needs. Notify conference coordinator of any major issues
- 10:00-10:15 (am break):
 - All volunteers meet at STAR Institute's table to answer frequently asked questions from attendees
 - Volunteer 3 to be available to help answer participant questions; seek out conference coordinator for any unique issues or questions that cannot be answered
 - Volunteer 4 requests lunch order from speakers (Dr. Toomey will provide credit card to order food)
- 11:15/11:30:
 - Volunteer 4 leaves to pick up lunch for Speakers to be returned prior to 12:00 lunch break
- 11:50-12:10:
 - All volunteers meet at STAR Institute's table to answer frequently asked questions from attendees and to remind participants to sign out
- 12:50-1:00:
 - All volunteers meet at STAR Institute's table and/or sign in/out table to answer frequently asked questions and remind participants to sign in
- 2:50 (10 minutes prior to PM break):
 - Volunteer 1 to check cleanliness of bathroom facilities and notifies banquet manager if attention is needed immediately or following break (i.e. restocking paper towels, toilet paper, soap, cleaning up spills, etc.)
 - Volunteer 2 to check that snacks and refreshments are put out and notify banquet manager of any needs. Notify conference coordinator of any major issues
- 3:00-3:15 (pm break):
 - All volunteers meet at STAR Institute's table to answer frequently asked questions from attendees
 - Volunteer 3 to be available to help answer participant questions; seek out conference coordinator for any unique issues or questions that cannot be answered.
- 4:50-5:10:
 - All volunteers meet at STAR Institute's table and/or sign in/out table to answer frequently asked questions and remind participants to sign out
 - Volunteer 2 to do a lost and found sweep of conference room

- **Day 4:**

- 7:30:
 - All volunteers meet at STAR Institute's table and/or sign in/out table to answer frequently asked questions and remind participants to sign in
 - All volunteers assist with last minute set-up of conference (i.e. correct number of seats, breakfast set-up correctly, cleanliness of bathroom facilities, etc.)
- 8:10-8:20am:
 - All volunteers needed to break down registration table and set- up sign-in/out table
- 9:50 (10 minutes prior to AM break):



- **Volunteer 1** to check cleanliness of bathroom facilities and notifies banquet manager if attention is needed immediately or following break (i.e. restocking paper towels, toilet paper, soap, cleaning up spills, etc.)
- **Volunteer 2** to check that snacks and refreshments are put out and notify banquet manager of any needs. Notify conference coordinator of any major issues
- 10:00-10:15 (am break):
 - **All volunteers** meet at STAR Institute's table to answer frequently asked questions from attendees
 - **Volunteer 3** to be available to help answer participant questions; seek out conference coordinator for any unique issues or questions that cannot be answered
 - **Volunteer 4** requests lunch order from speakers (Dr. Toomey will provide credit card to order food)
- 11:15/11:30:
 - **Volunteer 4** leaves to pick up lunch for Speakers and return prior to 12:00 lunch break
- 11:50-12:10:
 - **All volunteers** meet at STAR Institute's table to answer frequently asked questions from attendees and to remind participants to sign out
- 12:50-1:00:
 - **All volunteers** meet at STAR Institute's table and/or sign in/out table to answer frequently asked questions and remind participants to sign in
- 2:45-3:15
 - **All volunteers** meet at sign out table to debrief on Certificates of Attendance and collection of Course Evaluation Forms
 - Procedure:
 - ✓ Confirm participant has signed in/out across all days and times of the conference
 - ✓ Hand the participant their Certificate of Attendance
 - ✓ If name is spelled incorrectly or any corrections are to be made, write directly on the certificate the correct spelling and place into corrections folder
 - ✓ Any participants who leave early or have arrived late on any day will not receive a Certificate and will need to speak to Dr. Toomey directly about making up the portions missed
 - ✓ Course Evaluation Forms to be collected by volunteers or placed in designated boxes
- 3:15-3:25
 - **All volunteers** remain at table to handout certificates
- 3:25-3:35
 - **Volunteer 2** and **Volunteer 4** to do a lost and found sweep of the conference room
 - **Volunteer 1** and **Volunteer 3** to pack up the supply box with all registration table supplies and any leftover handouts. There will be a FedEx air bill in the box completed with STAR Institute's address and account number. Tape the box up on all sides, adhere the air bill to the outside of the box, and either ask the front desk if they will call to have FedEx pick up the box or take it to the nearest FedEx Office location on Monday.

Volunteers agree to act in a professional manner including being on time each day, setting an example for others by not speaking during lectures, and following all directions given by the Conference Coordinator.

No Flash Cameras, video, or other recording during the conference will be permitted.

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.

It is mutually agreed that in the event of cancellation of the engagement due to illness, fire, strikes, war, acts of God, terrorism or causes that would prevent the engagement, then and thereupon, this engagement will either be



rescheduled or the agreement will be terminated and both organizations will be responsible for covering any costs they have each incurred and STAR Institute will refund all tickets sold.

The person signing this agreement for the Co-host warrants that he/she is signing as a duly authorized representative of the Co-host. This instrument sets forth the entire agreement between the parties and shall not become effective until copies of the agreement are executed by all parties. This agreement 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.

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 _____
{Contact}
{Title}

Agreed to by the STAR Institute for Sensory Processing Disorder

_____ Date _____
Caraly Walker
Education Program Manager

Co-host: {Co-host Organization}

SOS Approach to Feeding Basic 4-Day Conference Demo Food Requirements Checklist

✓ Item*	
	Enough Twizzler or Red Vine licorice to give each participant one on Day 2, and one on Day 4 (= 2 total per person). Make sure it is the regular size.
	Enough DumDum lollipops (ball shaped lollipop) to give each participant one on Day 3, and one on Day 4
	1 large box Cheerios (enough to give each participant approximately 10 individual Cheerios) – Day 2
	2-3 canisters of Gerber Cereal/Baby Puffs (enough to provide each participant approximately 10 puffs) – Day 2
	Enough Puffed Cheetos (brand and texture specific) to provide each participant 2-3 puffs on Day 2.
	Enough Saltine or Premium Crackers to provide each participant two on Day 2.
	Zip-Loc (sealable) baggies to put the Day 2 food items into for each participant (Pre-Package Day 2 foods the day BEFORE the course)
	1 paper plate and 1 napkin to place the Day 3 lollipop onto for each participant
	1 paper plate and 1 napkin to place the Day 4 foods onto for each participant
	Gloves to serve the foods with

***Note: If these are not available, please arrange a call with Dr. Toomey to discuss any appropriate substitutions. Especially for international hosts, the textures of these foods are important for specific teaching points. Foods that have similar properties, that are available in your host country, may be appropriate. However, Dr. Toomey needs to speak with you regarding any substitutions so that she knows the substituted foods will provide the same teaching points.**

Agreed to by: {Co-host Organization}

Contact Signature

Date

Contact Printed Name