

Hosting a TMD Course

Host's Responsibilities

- Host site needs to accommodate a minimum of 16 participants (15 paying participants and 1 free participants)
- Room set up in a class room style arrangement with folding tables or treatment tables that will sit 2 participants per table. Tables can be used for both lecture and lab. One pillow/table
- Controlled lighting during the lecture portion of the course. Windows that do not have curtains or shades must be covered.
- Audio video requirements
 - One LCD projector of good quality with a high lumen bulb with one extension cord.
 - One projector white screen a minimum of 6 feet by 6 feet. A smooth white wall is satisfactory (no colored or textured wall).
 - One flip chart or white board with 2 color pens
- Refreshments provided during registration, AM and PM breaks
- To help achieve the minimum number of paying participants, host is asked to email, fax or mail a flyer to local therapists in outpatient and hospital based practices. A course flyer will be provided to the host.

For hosting the course, the host can have participants attend at no cost based on the following;

15 paying participants - host can send one (1) participant free

20 paying participants - host can send one (1) additional participant free)

25 paying participants - host can send one (1) additional participant free)

30 paying participants - host can send one (1) additional participant free)

Maximum number of attending therapist is 34 (30 paying and 4 free participants.)

* If Steve Kraus decides to hold the course for less than 15 paying participants, the host will not be able to send participants free.