

# Equipment & Space Requirements

- **Space Requirements**

- Space for classroom-style (three chairs to a table) seating for up to 42 people
- Lab space for 14 treatment tables
- Typical space requirements: 1,100 square feet (a gym area is common)
- One room may be used for both lab and lecture

- **Equipment Requirements**

- Plinths, high/low tables. If you do not have enough treatment tables, banquet tables may be used (6ft x 30 in). If banquet tables must be used, GLS will send mats to cover them.
- Tables for food set-up
- One 8 ft by 8 ft screen or clean, smooth, white wall to project upon
- A table to raise the projector up above a seated person's head
- Extension cords 2 & 3 prong type or a power-strip with a long cord
- Please do NOT open course material boxes once received, the instructor will take care of them the morning of the course.

\*The Advanced Spinal Mobilization and Manipulation course requires high/low tables or massage tables to perform proper techniques.

## Course Logistics

	Meet Instructor	Breakfast Set-Up	Breakfast	Start	Break	Lunch	Break	End
<b>Saturday</b>	6:30 AM	7:00 AM	7:30 AM	8:00 AM	10:15 AM	12:00 PM	2:30 PM	5:30 PM
<b>Sunday</b>	7:00 AM	7:00 AM	7:30 AM	8:00 AM	10:15 AM	12:00 PM	2:30 PM	5:00 PM

- **Food Service**

- All break food should be ready to serve 10 minutes before the break begins
- If facility participants will be setting up the breaks, be aware that they will need to miss a small portion of the course to do so.

- **Course Supplies**

- Supplies (manuals, name tags, etc.) will arrive a few days before the course via UPS and will be picked up the following Monday.

- **Housekeeping**

- Doors to the building and the room should be open with signs directing participants and faculty to the course.
- If you have one, your main information desk should be aware of the course.



## Hosting Time-line

Below you will find a detailed time-line of the hosting process. This time-line commences as soon as the course has been booked. Booking a course can take place as early as a year out from the actual course date.

Time	Responsibility
Upon booking confirmation	Sign and return the contract, hosting questions, room diagram and inform Great Lakes Seminars of the exact address of the course location.
3 - 4 months before the course	GLS sends out course-specific brochures to clinics and hospitals in your area. Registrations typically start to come in.
8 weeks before the course	GLS will review the information on file and begin to coordinate the course specifics with you.
1 Month before the course	You provide all names and work email addresses of the three free employees scheduled to attend the course. GLS will begin to coordinate the logistic details depending on equipment at the facility and the registrant totals at that time.
2 weeks before the course	GLS reviews the venue details with the host.
1.5 weeks before the course	Great Lakes Seminars ships course supplies. The supplies typically arrive 2-4 days before the course. <b>We ask that you confirm their arrival.</b>
3 days before the course	GLS sends the finalized venue details to the host, instructor and registrants. If rentals are necessary, those numbers are finalized by GLS.  *The instructor may reach out to the host to coordinate coming by Friday evening for final course preparation opposed to the early Saturday morning arrival.
The day before the course	Necessary rentals arrive. General preparation and arrangement of the room where the seminar is to be held. Host facility purchases food per provided list. <b>Functional Strength courses require the exercise balls to be inflated prior to Saturday morning.</b>



# Frequently Asked Questions

We've provided some commonly asked questions below, but remember, we are always here to address your concerns and assist you with this process.

## What is required of the host facility?

- Email or fax a diagram for the room where the course will be held noting square footage, dimensions and any immovable equipment
- Sign a contract supplied by Great Lakes Seminars
- Supply Great Lakes Seminars with the course location address
- Review the equipment requirements and inform Great Lakes Seminars of any equipment needing to be rented
- Prepare and arrange the room the Friday before the course
- Purchase food the day before the course (typically requires 45 minutes -1 hour to purchase food). Great Lakes Seminars will reimburse the facility for any food purchases once receipts are received. (If food service must be used, the host facility will provide the contact information for the food service provider and Great Lakes Seminars will coordinate with them directly).
- Set out the food for breakfast and breaks
- Post signs the night before the course directing students and instructors to the room where the course will be held

## What is required of Great Lakes Seminars?

- Coordination of all advertising for the course
- Oversee the registration process
- Provide all course materials (manuals, course supplies including tape, scissors, name tags, etc)
- Shipment of all course materials and assurance of timely arrival
- Renting all necessary equipment/supplies if applicable
- Coordination of all travel for instructors and assistants including travel to and from the airport
- Reimbursement for food purchased once receipts have been received
- **Teaching the absolute best possible course we can!**

## What does the host facility receive in return for hosting a course with Great Lakes Seminars?

- Free publicity
- Three free registrants
- Staff member registration at a discounted rate of \$500 (normally \$650)
- ***A staff that can now confidently and effectively utilize the techniques and treatment progression taught in the course to help eliminate patients' pain and dysfunction!***



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2768 Centennial Road, Toledo, OH 43617 | [www.glseminars.com](http://www.glseminars.com) | P: 800-210-5856 | F: 800-889-0358

# Breakfast and Break Food for the Course

These suggestions are guidelines to assist in the purchase and planning of food and refreshments at breaks. Please feel free to be creative in planning and to utilize locally available fresh foods. All breaks are served approximately two hours after each morning or afternoon session begins. Check with the lead instructor for exact times for breaks.

The budget for food is **\$8.00 per person, per day. Lunch is not provided.** Feel free to email Renee Allen ([renee@glseminars.com](mailto:renee@glseminars.com)) with questions.

Receipts should be submitted after the course directly to [heather@glseminars.com](mailto:heather@glseminars.com) for reimbursement. Please include who the e-check should be made out to along with what email address we will send it to.

## •Saturday Morning

- Fresh muffins, doughnuts (as assortment is fine, approximately 1 per person)
- Fresh fruit (apples, bananas, oranges) any assortment, approximately 5 per 15 people
- Small bottles of juice (please offer 2-3 different kinds, approximately 1 per person)
- Coffee (no instant coffee), tea, herbal tea, cream and sugar (1 pot per 20 registrants)
- Bottled water (approximately 1 per person)

Please have this setup by 7:15 and kept up and refreshed until 11:00, when it can be taken down.

## •Sunday Morning

- Fresh bagels, yogurt (as assortment is fine, approximately 1 per person)
- Cream cheese, butter or margarine
- Fresh fruit (apples, bananas, oranges) any assortment, approximately 5 per 15 people
- Small bottles of juice (please offer 2-3 different kinds, approximately 1 per person)
- Coffee (no instant coffee), tea, herbal tea, cream and sugar (1 pot per 20 registrants)
- Bottled water (approximately 1 per person)

Please have this setup by 7:15 and refreshed until 11:00, when it can be taken down.

## •Saturday and Sunday Afternoon

- Gourmet cookies (or equivalent, an assortment is fine, approximately 3 per 2 people)
- Fresh fruit (apples, bananas, oranges) any assortment, approximately 5 per 15 people
- Soda - (an assortment is fine, 50% regular, 25% diet, and 25% caffeine free, approximately 10 per 15 people)
- Bottled water (approximately 1 per person)

Please have this setup by 2:00 and refreshed until 4:00, when it can be taken down.

## •Paper Supplies:

- Napkins (1 double bag)
- Hot/Cold cups (20 - 30 per day for hot drinks in the morning)
- Plastic-ware (at least one for each registrant)
- Small paper plates (triple the number of registrants)

## •Serving Supplies

- Knives for slicing
- Platters, baskets and bowls



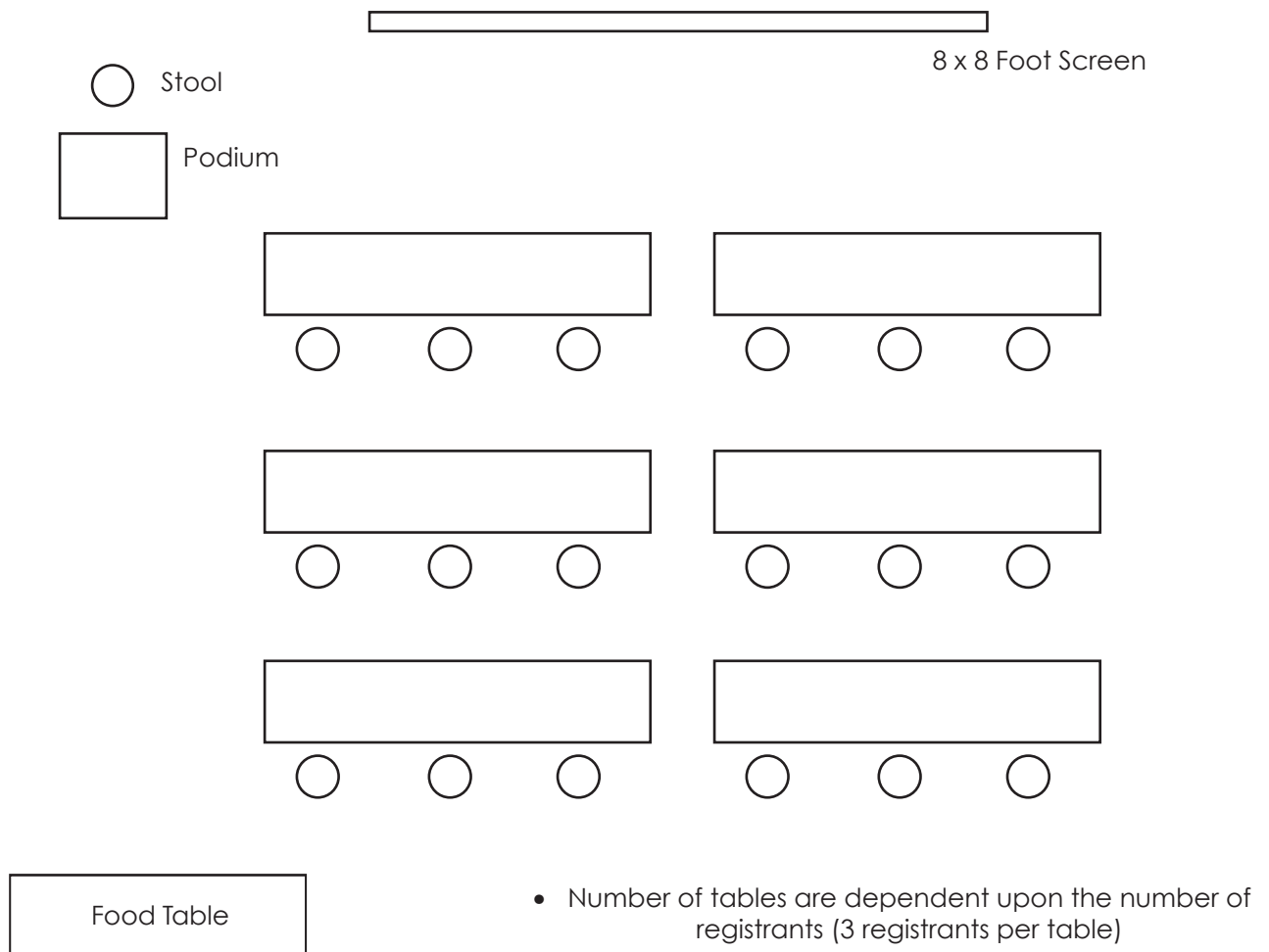
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# Seminar Room Set-Up

1. Room Set-Up
  - a. Podium, high-stool if available
  - b. (1) 8 ft Screen – can be white wall if agreed upon with Great Lakes Seminars
  - c. (2) rows of classroom style seating – may be modified, depending on room dimensions
  - d. Food tables in back or at side/back of room – may be located in another room
  - e. At least 5 - 7 feet is needed between the front row of tables and screen
  - f. Pillows to be used during lab can be set off to the side during the lecture portion of the course (optional)
  - g. **If using banquet tables** – a mat needs to be placed on each banquet table
2. Room should be set up the night before.
3. Have the doors open at 7:00 AM on Saturday, and locked immediately after the seminar is done each day (approximately 5:30 PM). The doors should be open at 7:15 on Sunday.

## Example Classroom Set-Up



# EXAMPLE DIAGRAM

- Please ensure:
- Exact length and width have been calculated
  - Immovable equipment and unusable space have been measured

