

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.
- Provide 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.
- Post signs directing students and instructors to the room where the course will be held.
- Purchase food for the course. 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.

What is required of Great Lakes Seminars?

- Coordination of all advertising for the course
- Oversee the registration process
- Provide all course materials (manuals, name tags, etc.)
- Shipment of all course materials and assurance of timely arrival
- Renting any 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
- 3 free employee registrations
- Employee registrations (beyond 3 free spots) at a discounted rate of \$500 (\$150 off)
- **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!**



great lakes seminars

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Space & Equipment Requirements

Space Requirements

- Space for classroom-style seating (3 chairs per table) for up to 42 people
- Lab space for up to 14 treatment tables
- Typical space requirements: 1,100 square feet (a gym area is common)
- One room may be used for both lecture and lab.

Equipment Requirements

- Treatment tables*, like plinths or high/low tables. If you do not have enough treatment tables, GLS may be able to send our own massage tables.
- One 8 x 8 foot screen or a white wall to project on (Instructor will bring their own projector and laptop)
- A table to raise the projector up above a seated person's head
- Extension cords or a power-strip with a long cord

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

Course Logistics

Additional breaks beyond lunch are agreed upon by the instructor and registrants at the course.

	Meet Instructor	Breakfast Set-Up	Open	Start	Lunch	End
Saturday	6:30 AM	7:00 AM	7:30 AM	8:00 AM	12:00 PM	5:30 PM
Sunday	7:00 AM	7:00 AM	7:30 AM	8:00 AM	12:00 PM	5:00 PM

Food Service

- We ask the host facility to provide drinks, breakfast foods and snacks each day (no lunch or dinner food required). Typically, hosts choose to provide water, coffee, muffins, granola bars, fruit, individually packaged pretzels or chips, etc.
- Please set up area for food and drinks in the classroom.

Course Supplies

- Supplies (manuals, name tags, etc.) will arrive a few days before the course via UPS. We will schedule a pick up for their return on the Monday after the course.
- Please do NOT open boxes of course supplies once received; the instructor will take care of them the morning of the course. The one exception is the Functional Strength course, which you'll need to open the large trunk and inflate the exercise balls the day before the course.

Housekeeping

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



Breakfast and Snack Food for the Course

These suggestions are additional 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 foods.

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

Receipts should be submitted after the course directly to 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 (approximately 1 per person)
- Fresh fruit (apples, bananas, oranges; approximately 5 per 15 people)
- Small bottles of juice (approximately 1 per person)
- Coffee (no instant coffee), tea, herbal tea, cream and sugar (1 pot per 20 registrants)
- Water (approximately 1 bottle 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 and cream cheese (approximately 1 per person)
- Yogurt
- Fresh fruit (apples, bananas, oranges; approximately 5 per 15 people)
- Small bottles of juice (approximately 1 per person)
- Coffee (no instant coffee), tea, herbal tea, cream and sugar (1 pot per 20 registrants)
- Water (approximately 1 bottle per person)

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

Snack for Both Days

- Cookies (approximately 3 per 2 people)
- Granola bars
- Individual packages of pretzels, chips or popcorn
- Soda (an assortment of regular, diet and caffeine free)

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

Paper Supplies:

- Napkins
- Hot/cold cups (20-30 per day)
- 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



Hosting Timeline

Below you'll find a detailed timeline of the hosting process. This timeline commences as soon as the course has been booked.

Time	Responsibility
Upon booking confirmation	Sign and return the contract, facility questionnaire, room diagram, and inform Great Lakes Seminars of the exact address of the course location.
3 - 4 months before the course	GLS advertises course via email and mail. 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 the names and work email addresses of the 3 free employees scheduled to attend the course.
2 weeks before the course	GLS reviews the venue details with the host.
1.5 weeks before the course	GLS ships course supplies. The supplies typically arrive 2-4 days before the course. We ask that you confirm their arrival.
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.
1 day before the course	General preparation and arrangement of the room where the seminar is to be held. Host facility purchases food. Functional Strength courses require the exercise balls to be inflated prior to Saturday morning.



Seminar Room Set-Up

1. Guidelines
 - a. Podium, high-stool if available
 - b. One 8x8 ft screen or large white wall
 - c. Rows of classroom style seating to accommodate number of registrants
 - d. At least 5-7 feet between the front row of tables and screen
 - e. Tables for food
2. Room should be set up the night before. Boxes of materials shipped by GLS should be places unopened in the seminar room, **with an exception for the Functional Strength course, which requires the large trunk be opened and all exercise balls inflated before Saturday.**
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 AM on Sunday.

Example Classroom Set-Up

