

# Public Course Facility Requirements

## Space Requirements

- Our typical seminar room is at least 1,000 square feet of open space
- Our typical max number of participants is 42
- One room may be used for the entire seminar (both lecture and lab)

## Equipment Requirements

- Treatment tables, like plinths or hi-lo tables (the same tables may be used for lecture and lab)
- Chairs for up to 42 people
- An 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
- **For Rehabbing the Runner only: Treadmill**
- **For Advanced Concepts for the Spine only: Either hi-lo tables or wide step stools to use with plinth tables**
- **For Overhead Athlete only: Pitcher available Saturday anywhere from 2:30-4:00pm for 30 minutes**

## Food Service

- We ask the host facility to provide drinks, breakfast foods and snacks each day (no lunch or dinner food required), which will be fully reimbursed by GLS. Please request our official Food Guidelines to view an example grocery list and the reimbursement budget.
- Please set up a table for food and drinks in the classroom and keep stocked throughout each day.

## Course Supplies

- Supplies (manuals, name tags, etc.) will arrive a few days before the course via UPS.
- Please do NOT open boxes of course supplies once received. The instructor will take care of them the morning of the course. Please store boxes in a safe place until the morning of the course, when they can be placed unopened in the course room.

## Housekeeping

- All course preparation and arrangement (food purchasing and equipment set up) should be totally completed **before** the instructor arrives. The instructor will unpack the boxes once they arrive.
- The host facility is required to appoint a "Saturday Morning Contact," who will meet the instructor at 6:30am on Saturday before the course. Please provide GLS with the name and mobile phone number of the Saturday Morning Contact at least 2 weeks prior to the course.
- Doors to the building and the seminar room should be open to registrants by 7:30am, with signs directing them to the course room. If you have one, your main information desk should be aware of the course.



# Public Course Hosting Timeline

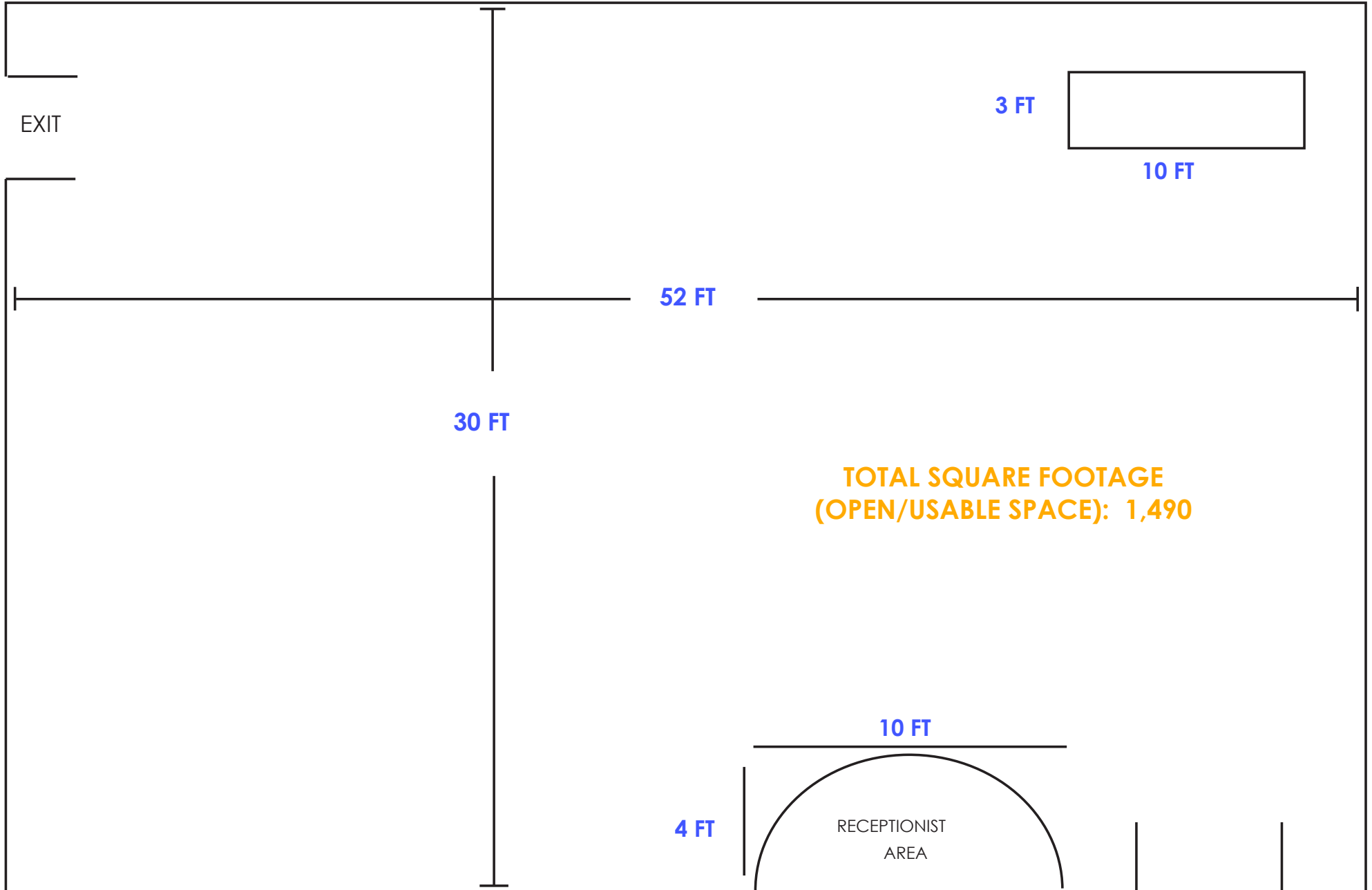
Below you'll find a detailed timeline of the hosting process. This timeline commences as soon as the course has been booked.

Timing	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.
2 months before the course	GLS will review the facility information on file and begin to coordinate the course specifics with you.
1 month before the course	Facility provides the names and work email addresses of the 3 employee free spots.
2 weeks before the course	GLS reviews the venue details with the host and locks in a Saturday Morning Contact.
1.5 weeks before the course	GLS ships course supplies. The supplies typically arrive 3-7 days before the course. We ask that you confirm their arrival and that the boxes remain unopened.
3 days before the course	GLS sends the finalized details to the host, including the final registration number. The instructor may reach out to the host to coordinate their arrival Saturday morning.
1 day before the course	Facility preps and arranges the course room and purchases food.
After the course	GLS will schedule a UPS return for course materials on Monday. Facility submits food receipts to Heather (heather@glseminars.com) for reimbursement.



# EXAMPLE DIAGRAM

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



# How to Register as a Host Employee

There are a few ways to easily register (or have staff register themselves) as a host employee. We've provided some helpful information below for the available options.

All attending staff must use a work email address in order to qualify and be approved for either of these registration options.

## 3 Host Employee Free Spots

- Please email Chloe ([chloe@glseminars.com](mailto:chloe@glseminars.com)) the names and email addresses of the 3 employees who will be taking the free spots at least 2 weeks before the course.

## Course Host Employee Discount

All host facility employees beyond the 3 free spots can easily register on our website. The 2-day course host employee rate is \$500 and the 1-day course host employee rate is \$275. See available registration options below:

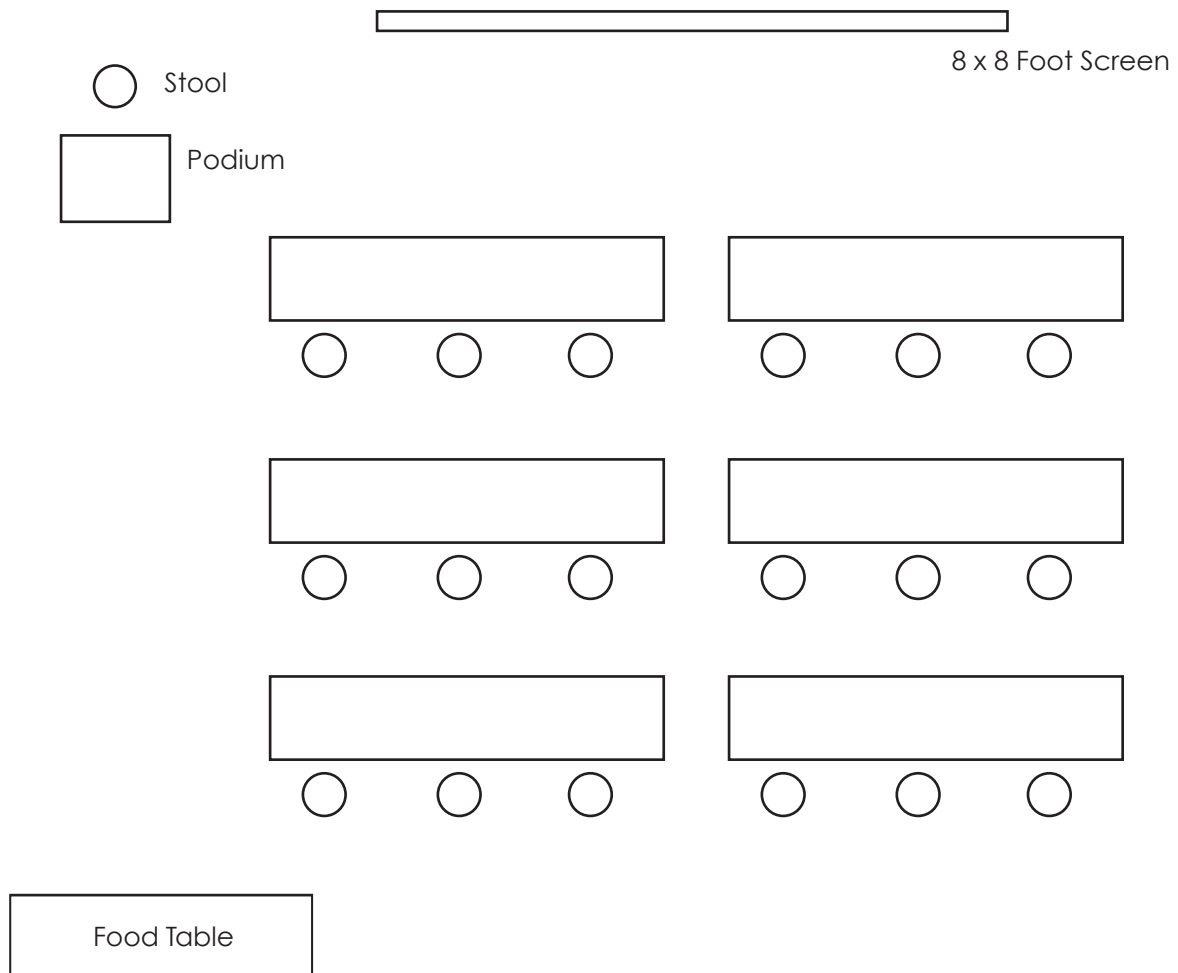
- Register online ([www.glseminars.com](http://www.glseminars.com)) with a work email address. Select "Host Employee Discount" from the discount drop down menu on the first page of checkout.
- Register over the phone at 419-969-6099.
- Fax or mail in our registration form found at <https://www.glseminars.com/resource-center/registration-form/>
  - Forms must note intent to utilize Course Host Employee Discount and include a work email address.



# Seminar Room Set-Up

- Guidelines:
  - Podium and high-stool or chair, if available
  - An 8x8 ft screen or large white wall
  - Rows of classroom-style seating to accommodate number of registrants with 3 chairs per table. GLS will let you know how many tables to set up 3 days before the course.
  - At least 5-7 feet between the front row of tables and the screen
  - Table(s) for food
- Room should be set up **before** the instructor arrives. Boxes of materials shipped by GLS should be placed unopened in the seminar room.
- Please have the doors open for attendees by 7:30am and locked immediately after the seminar is done each day (approximately 5:30 PM).

## Example Classroom Set-Up



## GLS Course Breakfast and Snack Food Guidelines

The purpose of these guidelines is to assist in the purchase and planning of refreshments for our courses. Please feel free to be creative in planning within the budget specified below.

The reimbursed budget for food and food supplies is **\$10.00 per person, per day**. A count of current registrants will be emailed to you 3 days before the course. **If you are planning to go over the allotted reimbursed food budget by more than 20%, please contact [chloe@glseminars.com](mailto:chloe@glseminars.com) ahead of the course and before purchasing the food.**

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 should send it to..

### Breakfast Food Examples:

- Fresh muffins or doughnuts (approximately 1 per person, per day)
- Fresh bagels and cream cheese (approximately 1 per person, per day)
- Individual-sized yogurt (approximately 5 per 15 people, per day)
- Fresh fruit (apples, bananas and/or oranges; approximately 5 per 15 people, per day)

### Snack Food Examples:

- Granola bar assortment
- Individual packages of cookies
- Individual packages of pretzels, chips and/or popcorn

### Beverage Examples (Water and coffee are required):

- Water (approximately 1 bottle per person, per day)
- Coffee, including individual-sized cream and sugar (1 pot per 20 people, per day)
- Small bottles of juice
- Tea
- Soda

### Food Supplies:

- Paper napkins
- Small paper plates
- Hot/cold cups
- Plastic knives, forks and spoons
- Platters, baskets and bowls for serving

