
REGIONAL COURSE HOSTING OPTIONS

The Neurology Section will offer the Section's developed programming to organizations wishing to sponsor them via three hosting options. Regardless of hosting agreement, the Section will:

- Coordinate course calendars such that regional duplication will not occur AND
- Determine how many times a course may be offered in a calendar year to optimize attendance.

For both of the options defined below, the Section owns the course and its content. The course is only modified for purposes that the Section directs. Course content may not be modified in terms of length. The Host must adhere to the Section's determination of speaker number.

All agreements are contingent upon a signed hosting agreement dated no less than four months prior to the proposed course delivery date.

Hosting Options:

- 1) **Section Sponsor with Local Supporting Host:** The Neurology Section sponsors the course with local Host's support. All expenses and revenues remain with the Neurology Section.
 - The Section will determine the registration breakeven point. If this registration number is not met, the Section reserves the right to cancel the course up to 15 days prior to the course.
 - A number of "free" registrations are provided to the hosting organization once the breakeven point has been attained. An example may be: After 22 paid registrations, the Host receives 4 free registrations. For 30 paid spots, the Host receives 5 free spots. For 40 paid spots, the Host receives 6 free spots. The Section caps at 6 free spots. There is an incentive for the hosting facility to help with promotions and generate registrations.
 - The Section is responsible for course coordination, brochure/promotions, registration processes, financial transactions, speaker contracts and payments, catering payment, CEU approval, and course evaluations including summary.
 - The Host coordinates logistics onsite during the course, with at least one person available to the speakers for assistance with logistics (including identifying caterer with order for Section approval), A/Vs, orientation to the local area, etc. Note: the Section will **not** provide a member to travel and work a course.
 - The Section will provide the Host with an electronic registrant roster.
 - The Section reserves the right to contract additional course sponsors. Sponsorship efforts will be coordinated with the Host to avoid conflict of interest.
 - All expenses and profits remain with the Neurology Section.
- 2) **Licensed Course:** The Section provides the developed course to an organization for their offering.
 - The Host is 100% responsible for onsite logistics, promotion, and registration.
 - The Section will invite speakers from the established speaker bureau. Speakers must be paid standard course rates including honoraria plus all expenses (double occupancy encouraged if feasible). The Section pre-approves Speaker contract terms. The Host must provide a written speaker agreement to the speakers with a copy sent to the Section.
 - The Section will provide the digital brochure template.
 - The Section will provide the digital course evaluation template.
 - The Section will provide the handout template for local printing.
 - All course expenses and profits remain the responsibility of the Host.
 - The Host will pay the Neurology Section a non-refundable \$1,000.00 license fee at time of course selection.
 - The Host will communicate with the Section and speakers about registration prior to the course offering. When a break-even point is achieved, speakers will be notified to make travel arrangements.
 - The decision to cancel a course will be made in conjunction with the Section at a minimum of 15 days prior to the course date, to allow participants and speakers to cancel reservations, etc.

Interested parties may contact the Neurology Section's Executive Director, at neuro@apta.org.

This document is valid only for Neurology Section Regional Courses and is subject to change.