



## Hosting a Teach You! Childbirth Seminar

Host site will provide the following:

- Complimentary room with AV equipment (LCD with screen and/or DVD and TV) from 7:30 am to 5:30 pm each day of the seminar. Seating for 10-15 with tables, and space to practice the comfort tools for labor. Ideally, a space where supplies can be secured overnight.
- A liaison to assist the instructor during the seminar, coordinate snacks and meals. Also to assist with providing information related to the host site to assist those who register for the seminar.
- Pick up Seminar Materials that have been shipped and have them at the seminar site.
- Provide transportation to the site city. Reimbursement for mileage at \$0.54 per mile from the instructor's home to the city, including to and from the site daily (depending on location). Or provide for air travel to the site city and daily transportation to and from the seminar site.
- Provide hotel accommodations for 3-5 nights (depending on location and travel arrangements).
- Market the seminar to the local area.

Teach You! Childbirth Educator Seminars will:

- Manage the registration process
- Provide one free registration to the host site if there are 10 paid registrants
- Make travel arrangements (1 instructor for 15 people registered)
- Market the seminar via website, social media, etc.
- Reimburse for snacks and meals up to \$36.00 per paid registrant
- Ship seminar materials to site

**If there are less than 6 paid registrants by 1 month prior to the seminar, the seminar is subject to cancellation.**

Signature of Host Site: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Teach You! Childbirth \_\_\_\_\_ Date \_\_\_\_\_