

David G. Rhoads Associates, Inc.
504 Meetinghouse Lane
Kennett Square, PA 19348

Sponsoring or Hosting an EP Evaluator Workshop

We are looking for organizations interested in hosting or sponsoring an EP Evaluator workshop. The standard EP Evaluator Workshop is two days long.

Sponsoring a Workshop:

You are responsible for everything except the content of the workshop. We, of course, will provide that.

Your responsibility:

- Facility including food and AV. (See details below.)
- Audience
- Continuing education credits. They will be required if outsiders participate.
- Honorariums and travel expenses for us.

Your options:

- You may charge the participants whatever you feel is appropriate.
- If the workshop is open to everyone, we will help you promote it.
- You specify the number of days and hours of the workshop.
- We recommend that the number of participants be limited to 25. The number has been 50. If there is no hands-on teaching, the number can be larger.

Our responsibility:

- We will provide the faculty and the content.

Hosting a Two Day workshop

Historically, we have done most of our workshops in hotels. The model is that since your facility is substituting for a hotel, you are responsible for providing the services normally provided by a hotel. The deal is that in return for being a host, you may send up to 10 people at no charge. The number may not exceed 25.

Your responsibility:

- The facility including food and AV equipment. See details below.

Our responsibility:

Invitation to sponsor or host an EP Evaluator workshop

- We will provide the faculty and the content.
- We will provide the audience beyond those which you provide. We will try to fill the classroom with up to 25 people. Any people you send beyond the free 10 will be charged our standard rates.
- We will provide for ACCENT credits. For our 2008 spring tour, 14 credit hours were given for the two-day workshop.

Your benefit

- Since you are hosting the event, you may send up to 10 participants to the workshop at no charge. Additional participants will be at our standard quantity discounted rate.
- Since this event is at your facility, there will be no travel expenses for your staff.
- There will not be any additional honorarium for the speakers.
- Your facility will be listed in our promotional material.

Facility hosting details:

- Room: The minimum size room which will comfortably hold 25 people classroom style is 800 to 1000 sq ft. We have held workshops in rooms ranging from meeting rooms to computer labs to auditoriums.
- Food includes continental breakfast, AM and PM breaks and lunch. The speaker will need fruit juice available all day.
- AV equipment. We will need two projection screens, a flip chart and appropriate power strips. We will provide the LCD projectors. If the room is large, we will need a wireless microphone. We do not want a podium.
- We need two tables set up at the front of the room for our computers and LCD projectors.

If you are interested, please contact:

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