



## Astym® Course Hosting Duties

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### Saturday and Sunday Room Requirements:

- Area for training in the Client's facility shall be set up (*by Client*) for both lecture and lab portions of the class. It is highly recommended to have both lecture and lab portions in the same space, but two different spaces at the same location can be used if needed. For the lecture portion, the room shall be set up in classroom style (*see diagram on last page*) with desks or tables (*treatment tables are recommended*) sufficient for at least 16 clinicians. For the lab portion of class, the room shall be set up with treatment tables (*one table for every two clinicians to be trained*), and one chair and one treatment stool at each treatment table. There must be adequate space for the instructors to walk between the tables during lab sessions with a chair at the end and side of each table. All treatment tables must be in same space (*not individual rooms*) and all participants should be able to easily view "screen" during both lecture and labs.
- A total of four (4) containers of disinfectant wipes (*e.g. Clorox wipes*) (2 each day)
- A total of four (4) rolls of paper towels (*tear off sheets, not industrial paper towels*) (2 each day)
- Have a box of gloves and several bottles of hand sanitizer (*available each day*)
- If treatment tables are not high-low tables, 3 footstools or steps should be available.
- Two (2) pillows per treatment table
- A total (*both days combined*) of seven (7) hand or bath towels per clinician to be trained shall be provided by the Client. A means of laundering linen between course days shall be provided by Client, if necessary
- No hand tables, no taping tables and no mat tables may be substituted for the treatment tables required above.
- Three (3) additional chairs for instructors
- A blank screen or blank light-colored wall space adequate for a slide presentation; (*window covering should be available if necessary, to darken room for presentation visibility.*) All participants should be able to view "screen" from their seats during both lecture and labs.
- Restroom and sink access should be near the classroom area to allow for hand washing
- A cart or table to place projector
- Access to electrical outlets
- One rolling stool required; and if at all possible, 7 additional rolling stools

### **Other Requirements/Responsibilities:**

- The Client must provide the phone number(s) for a contact person that can be reached at all times during the course as well as one hour before and after the scheduled course times.
- Access to the training rooms shall be given to the Astym instructors at least one hour prior to the course on Saturday and 30 minutes prior to the course on Sunday.
- The Client shall make any necessary arrangements for dealing with the alarm/security during the course.
- The Client shall make any necessary arrangements for maintaining normal room temperatures during the course at **ANY / ALL** locations for course.
- The Client shall provide a list of recommended hotels in the area as well as directions and travel information upon request.
- Areas where certification class is being held should have cell phone reception. If cell phone reception is not available, a **clinic phone number** must be provided that course participants can call to speak to the course contact during the hours of 7:00am to 8:30am on Saturday.
- Performance Dynamics will schedule a FedEx pick up of the course materials (*if applicable*) for the Monday following class. The Client shall notify the staff at the pickup location of where the shipment is located, so they can relay this info to FedEx when they arrive.
- If the Client and Performance Dynamics agree to expand the course beyond 16 attendees, the requirements for equipment, food and other sundry items will be updated on the Client's final checklist.

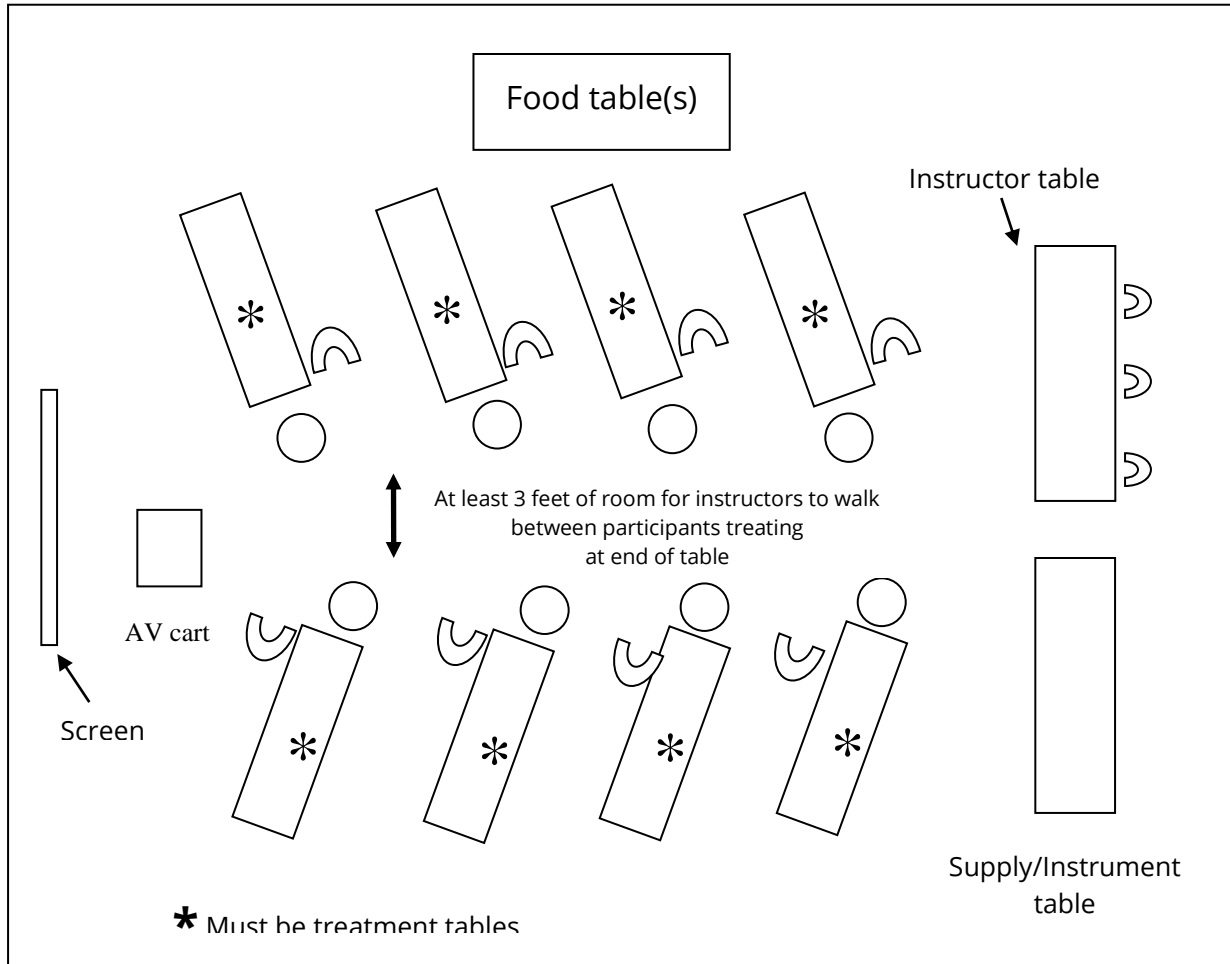
# Food Requirements and Suggestions

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## General Requirements & Suggestions:

- **Your clinic has agreed to be responsible for making arrangements for breakfast, lunch and snack food for the course participants and instructors.**
- **Please note that due to time constraints, the food must be carried in and should be at the clinic and ready at scheduled mealtimes.**
- The host clinic must provide plates, napkins, cups, silverware, serving trays, utensils, and trash bags.
- Beverages such as coffee, drinking water, and soda/iced tea must be available to course participants throughout the entire day.
- A variety of food should be served for meals throughout the weekend and snacks options should be available throughout the course. Suggestions include:

Breakfast	Lunch	Snacks	Beverages
<ul style="list-style-type: none"> <li>• Bagels (with cream cheese)</li> <li>• Muffins</li> <li>• Yogurt</li> <li>• Fruit</li> <li>• Doughnuts</li> </ul> <p><b>**One protein source is appreciated, such as hard cooked eggs or peanut butter.</b></p>	<ul style="list-style-type: none"> <li>• Subs</li> <li>• Pizza</li> <li>• Salads with meat</li> <li>• Sandwiches (<i>with appropriate condiments</i>)</li> <li>• Pasta</li> <li>• Mexican food</li> </ul>	<ul style="list-style-type: none"> <li>• Fruit</li> <li>• Pretzels</li> <li>• Granola bars</li> <li>• Vegetable trays</li> <li>• Chips</li> <li>• Cookies</li> </ul>	<p><b>Breakfast:</b></p> <ul style="list-style-type: none"> <li>• Coffee/Tea</li> <li>• Juice</li> <li>• Water</li> </ul> <p><b>Lunch/Breaks:</b></p> <ul style="list-style-type: none"> <li>• Soda</li> <li>• Bottled Water</li> <li>• Sports drinks</li> </ul>



## Setting up for an Astym<sup>®</sup> Therapy Course

- Food, instructor, and supply tables can be placed wherever most convenient within room.
- Food may also be set up in another nearby room, if available.
- If insufficient number of rolling stools is available, an extra chair at each table will be utilized.

