



***“Occupational and Physical Therapy Management of Spinal Cord Injury”***  
***Spinal Cord Injury Seminars, Inc***

The following information is intended to assist host facility coordination for the seminar. A more detailed checklist is available from SCI Seminars should you agree to host a course.

**Seminar Background:** The **2 day (14 hour) seminar** is designed to provide basic to intermediate education to enhance physical and occupational therapeutic education and treatment of individuals with spinal cord injury. The speakers have extensive experience in several Model Center Systems around the country and are expert speakers as well as leaders in the fields of physical and occupational therapy.

**Seminar Presenters:** 1 PT and 1 OT speaker will present at each course (Extra lab instructors may attend if attendance warrants).

Speakers available: **Rafferty Laredo, OTR, MA, ATP; Rachael Houtman, PT, DPT, NCS, ATP**

**CEU Approval:** Seminar has been approved for 14 hours of CEU credit in every state previously hosted with accrediting agency. SCI Seminars will apply for CEU approval for PT (ACCE) and OT (AOTA APP). If the host state is not covered individually, we will apply separately for PT CEUs.

**Seminar Schedule:** The seminar is organized for 8:00 am to 5:00 pm with a one hour lunch (on your own) and two 15 minute breaks per day on Saturday and Sunday.

**Tuition:** All staff at the host facility (or hospital system) are invited to attend the seminar at a discounted rate of \$450\*, a discount of \$100 off our standard rate. In addition, the host facility will receive free tuition slots based on attendance numbers (35 paid attendees equals 3 free slots, 45 paid attendees equals 4 free slots, 55 equals 5...etc.). The expectation is that the host will be sending at least 10-15+staff to this seminar.

\* A list of host facility staff must be received six weeks before the course to receive the host discount.

**Registration:** Registration is managed by Spinal Cord Injury Seminars. Registrations must be completed online, or mailed to SCI Seminars. Registrants will be provided with confirmation of registration as well as the location and directions to the host facility. Additionally, directions to the specific meeting space and recommendations for parking will be provided.

**Contacts for Seminar Coordination:**

Darrell Musick Cell (Pacific Time): (650) 224-4268, [DarrellMusick@sciseminars.com](mailto:DarrellMusick@sciseminars.com);

Ashley Musick - CEU, website or other follow up - [Ashley@sciseminars.com](mailto:Ashley@sciseminars.com)

**Marketing Materials:** Electronic marketing materials will be provided to the host facility. Distribution of information regarding the seminar will be shared by the SCI Seminars coordinators and host facility with the common goal of maximizing seminar attendance. All costs for marketing this course will be assumed by SCI Seminars.



**Responsibilities of SCI Seminars Coordinators** (Darrell Musick and Speakers): The two speakers will be available for set-up 30 minutes before the seminar as well as the 2 full days of the seminar.

The seminar presenters will bring:

- 1) Laptop computers for PowerPoint presentations including necessary adapters for VGA and HDMI projector connections
- 2) Comprehensive seminar syllabus
- 3) Course evaluations
- 4) Certificate of completion with indication of CEU credit earned for each participant
- 5) Splinting materials for OT labs

**Responsibilities of Host Facility Coordinator(s):** The host facility will assist with logistical planning of the seminar and local marketing to encourage attendance. Responsibilities include:

- 1) Identification of and commitment to specific date for seminar. Identification of exact room availability for seminar schedule.
- 2) Reservation of facility space for seminar. The identified space should accommodate a minimum of 30-40 participants (maximum of 75). The room should be set up for standard classroom style presentations (tables are recommended for participants to use as a writing surface) with space available in the back of room for speakers with power supply for computers. Saturday and Sunday afternoon labs will require an additional room for one of the disciplines during breakout lecture/lab. The main lecture room must be available 30 minutes prior to the seminar for set-up and 30 minutes after the seminar for clean-up.
- 3) Identification of maximum attendance based on space availability
- 4) Provision of exact address and directions to host facility including parking (and fees if applicable). Provision of instructions to find the specific space in the facility where seminar will be held (information provided to the course coordinators for distribution to registrants approximately 4-6 months prior to the seminar).
- 5) Assistance with local distribution of marketing materials via email to encourage seminar attendance.
- 6) Audiovisual support: (1) LCD projector (2 during breakout lab Sunday PM), (1) large white screen (2 during breakout lab Sunday PM), portable lapel microphone (not handheld).
- 7) Equipment & supplies: ultralight manual wheelchairs (one w/c per 2-3 attendees in PT lab session typically available from local manufacturer reps or vendors), two (2) Splinting pans/hydrocollators.
- 8) Provision of breakfast (usually continental style plus yogurt/granola and fruit) on Saturday/Sunday and snacks/beverages for breaks (2 breaks/day)
- 9) During the seminar, host facility coordinator will provide attendees with specific information regarding location of restrooms, exits, and location options for lunch.



Expenses for host:

- Breakfast and break snacks for the 2 days (host may pursue sponsorship by vendors or manufacturers).
- Conference rooms costs, if applicable.
- LCD projector and microphone cost, if applicable.
- Discounted tuition for attendees beyond the free tuition slots.

**A private, *customized* 2 or 3 day course may be available at a Per Diem rate if desired**

Sincerely,

A handwritten signature in black ink that reads "Darrell Musick". The signature is written in a cursive style.

Darrell Musick, President

SCI Seminars, Inc

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