



“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 (15 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 experienced 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: **Darrell Musick, PT; Rafferty Laredo, OTR, MA;**
Gabriella Stiefbold, OT, ATP; Laura Wehrli, PT, DPT, NCS, ATP

CEU Approval: Seminar has been approved for 15 hours of CEU credit in every state previously hosted with accrediting agency. SCI Seminars will apply for CEU approval for the course in your state if available.

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

Tuition: The host facility will receive free tuition slots based on attendance numbers (30 paid attendees equals 3 free slots, 40 paid attendees equals 4 free slots, 50 equals 5...etc.). All staff at the host facility (or hospital system) are invited to attend the seminar at a discounted rate (\$395). Individuals outside of the host facility will be charged \$495/\$450 to attend the course. (The expectation is that the host will be sending 8-10 or more staff to this seminar).

* Staff from the host institution must register six weeks before the course to receive host discount

Registration: Registration is managed by Spinal Cord Injury Seminars. Registrations can be completed online, faxed 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 800-305-8818 (message and fax only) Cell: (650) 224-4268 www.sciseminars.com
Darrell@sciseminars.com



Marketing Materials: Electronic marketing materials will be provided. Distribution of electronic announcements regarding the seminar will be shared by the seminar coordinators and host facility with the common goal of maximizing seminar attendance.

Responsibilities of Seminar Coordinators (Darrell Musick and Speakers): The two speakers will be available for the designated seminar time. We will also be available for set-up 30 minutes before the seminar. The seminar presenters will bring:

- 1) Laptop computer for PowerPoint presentations
- 2) Comprehensive seminar syllabus
- 3) Course evaluation documents
- 4) Certificate of completion with indication of CEU credit earned for each participant

Responsibilities of Host Facility Coordinator(s): The host facility coordinators 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 participants (maximum of 75). The room should be set up for standard classroom style presentations with space available in the back of room for speakers with power supply for computers. Saturday 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 (Conference room space must handle 30-75 people).
- 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 prior to the seminar).
- 5) Identification and provision of any available e-mail or mail distribution lists to market the seminar locally and regionally (i.e. staff members at host institution, other facilities and/or programs in the area, professional organizations, etc).
- 6) Assistance with local distribution of marketing materials to encourage seminar attendance.



- 7) Audiovisual support: (1) LCD projector (2 during breakout lab Sunday PM), (1) large white screen (2 during breakout lab Sunday PM), (2) portable lapel microphones
- 8) Equipment & supplies: ultralight manual wheelchairs (one WC per 2-3 attendees in PT lab session typically available from local manufacturer reps or vendors), at least two (2) Splinting pans/hydrocollators.
- 9) Provision of breakfast for each day and snacks/beverages for breaks (2 breaks/day)
- 10) During the seminar, host facility coordinator will provide attendees with specific information regarding location of restrooms, exits, and location of options for lunch. Participants are responsible for purchasing their own 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'.

Darrell Musick, President
SCI Seminars, Inc
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www.sciseminars.com