

Frequently Asked Questions

We've provided some answers to commonly asked questions below, though we're always here to address your questions and assist you with this process.

What does the host facility receive in return for hosting a course with Great Lakes Seminars?

- 3 free employee registrations (\$1,500 value for 2-day courses and \$825 value for 1-day courses)
- All other employee registrations beyond the 3 free spots receive a discounted rate
- **A staff that can now confidently and effectively utilize the techniques and treatment progressions taught in the course to help eliminate patients' pain and dysfunction!**

What is the cost of hosting a public course?

- Hosting a public course comes at virtually no cost to the host facility!
- We simply ask that you provide the necessary space and equipment (treatment tables, chairs and a projection screen) for the course.
- Host facilities are required to purchase snack food for the course, but this will be reimbursed fully by GLS after the course is held.

What is required of Great Lakes Seminars?

- Coordination of all advertising for the course.
- Overseeing the registration process.
- Providing all course materials (manuals, pens, exercise bands, etc.).
- Shipment of all course materials and assurance of timely arrival.
- Coordination of all instructor travel.
- **Teaching the absolute best possible course we can!**



great lakes seminars

2768 Centennial Road, Toledo, OH 43617 | www.glseminars.com | P: 419-969-6099 | F: 419-730-1216

Public Course Facility Requirements

Space Requirements

- Our typical seminar room is at least 1,000 square feet of open space
- Our preferred max number of registrants is 42
- One room may be used for the entire seminar (both lecture and lab)

Equipment Requirements

- At least 10 treatment tables, like plinths or hi-lo tables
- At least 30 chairs
- An 8 x 8 foot screen or a white wall to project on (instructor will bring their own projector)
- A table to raise the projector up above a seated person's head
- For Advanced Spine Concepts only: Either hi-lo tables or wide step stools to use with plinth tables
- For Overhead Athlete only: Pitcher available Saturday anywhere from 2:30-4:00pm for 30 minutes

Food Service

- We ask the host facility to provide drinks, light breakfast foods and snacks each day (no lunch or dinner food required), which will be fully reimbursed by GLS. Please request our official Food Guidelines to view an example grocery list and the reimbursement budget.
- Please set up a table for food and drinks in the classroom and keep stocked throughout each day.

Course Supplies

- Supplies (manuals, name tags, etc.) will arrive a few days before the course via UPS.
- Please do not open boxes of course supplies once received. The instructor will take care of them the morning of the course. Please store boxes in a safe place until the morning of the course, when they can be placed unopened in the course room.

Housekeeping

- All course preparation and arrangement (food purchasing and equipment set up) should be totally completed before the instructor arrives.
- The host facility is required to appoint a "Saturday Morning Contact," who will meet the instructor at 6:30am on Saturday before the course. Please provide GLS with the name and mobile phone number of the Saturday Morning Contact at least 2 weeks prior to the course.
- Doors to the building and the seminar room should be open to registrants by 7:30am, with signs directing them to the course room. If you have one, your main information desk should be aware of the course.



Public Course Hosting Timeline

Below you'll find a detailed timeline of the hosting process. This timeline commences as soon as the course has been booked.

Timing	Responsibility
Upon booking confirmation	Sign and return the contract, facility questionnaire, room diagram, and inform Great Lakes Seminars of the exact address of the course location.
2 months before the course	GLS will review the facility information on file and begin to coordinate the course specifics with you.
1 month before the course	Facility provides the names and work email addresses of the 3 employee free spots.
2 weeks before the course	GLS reviews the venue details with the host and locks in a Saturday Morning Contact.
1.5 weeks before the course	GLS ships course supplies. The supplies typically arrive 3-7 days before the course. We ask that you confirm their arrival and that the boxes remain unopened.
3 days before the course	GLS sends the finalized details to the host, including the final registration number. The instructor may reach out to the host to coordinate their arrival Saturday morning.
1 day before the course	Facility preps and arranges the course room and purchases food.
After the course	GLS will schedule a UPS return for course materials on Monday. Facility submits food receipts to Heather (heather@glseminars.com) for reimbursement.



great lakes seminars

2768 Centennial Road, Toledo, OH 43617 | www.glseminars.com | P: 419-969-6099 | F: 419-730-1216

GLS Course Breakfast and Snack Food Guidelines

The purpose of these guidelines is to assist in the purchase and planning of refreshments for our courses. Please feel free to be creative within the allotted budget . You do not need to purchase the exact items we have listed; they are suggestions, not strict requirements.

The reimbursed budget for food and food supplies is \$10.00 per person, per day. A count of current registrants will be emailed to you 3 days before the course so you can prepare. If you are planning to go over the allotted reimbursed food budget by more than 20%, please contact chloe@glseminars.com ahead of the course and before purchasing the food.

Breakfast Food Examples:

- Fresh muffins or doughnuts (approximately 1 per person, per day)
- Fresh bagels and cream cheese (approximately 1 per person, per day)
- Individual-sized yogurt (approximately 5 per 15 people, per day)
- Fresh fruit (apples, bananas and/or oranges; approximately 5 per 15 people, per day)

Snack Food Examples:

- Granola bar assortment
- Individual packages of cookies
- Individual packages of pretzels, chips and/or popcorn

Beverage Examples (Water and coffee are required):

- Water (approximately 1 bottle per person, per day)
- Coffee, including individual-sized cream and sugar (1 pot per 20 people, per day)
- Small bottles of juice
- Tea
- Soda

Food Supplies:

- Paper napkins
- Small paper plates
- Hot/cold cups
- Plastic knives, forks and spoons
- Platters, baskets and bowls for serving

Lunch food is not required nor reimbursed whatsoever. Registrants know lunch time is own their own to either pack or go out for.

Receipts should be submitted after the course directly to heather@glseminars.com for reimbursement. Please include who the check should be made out to and where to send it. Checks may be mailed or e-mailed.



great lakes seminars

2768 Centennial Road, Toledo, OH 43617 | www.glseminars.com | P: 419-969-6099 | F: 419-730-1216