



## Application to host Energy Medicine Continuing Medical Education Program

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip or Province/Country \_\_\_\_\_

Telephone number (mobile) \_\_\_\_\_

Email address \_\_\_\_\_

Proposed dates (list three Friday/Saturday dates – must be 120 – 150 days out); we are currently accepting applications for Calendar Year 2018.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

### Your contact information at the venue:

Name \_\_\_\_\_

Contact phone \_\_\_\_\_

Contact email \_\_\_\_\_

### Hosting requirements (please check the box as appropriate prior to submission)

#### Venue

- 1) Must be an academic environment with theatre/classroom style seating for at least 200 persons [  ]
- 2) Parking must be no charge or a maximum of \$5.00 per car [  ]
- 3) Meal service must be available, either as box lunches or cafeteria-style at set pricing [  ]
- 4) AVs are the requirement of the host, including provision of LCD projector, screen, power strips (2), and no less than 3 microphones as well as a patch to house sound [  ]
- 5) Must be located within 3 miles/km of a FedEx Office site [  ]
- 6) Must be willing to secure without a deposit of any kind [  ]
- 7) Must be offered in partnership with [www.gedinfp.com](http://www.gedinfp.com) at no charge to the group in return for which the university receives the following: [  ]
  - a) 10 free registrations including lunch

### Hotel Accommodations

- 1) Must be within walking distance of the venue (no more than 3 blocks) or an easy cab ride [ ]
- 2) Must include breakfast in set room rates [ ]
- 3) Must be willing to establish group rate (on an individual credit basis) for attendees – possible block of 20 rooms to be held until 5 days prior to event [ ]
- 4) Must have business center [ ]
- 5) Must have room service through 11pm [ ]

**Restaurants**

- 1) Must be within walking distance of the hotel, reasonably priced [ ]
- 2) Must be no smoking [ ]

**Support**

- 1) Must provide 3 assistants for registration [ ]  
 List names/mobile numbers here: \_\_\_\_\_,  
 \_\_\_\_\_, \_\_\_\_\_
- 2) Must be willing to guarantee 200 registrants, pre-paid, 30 days prior to the event or risk cancellation [ ]
- 3) Must be willing to absorb any cancellation fees imposed by the venue [ ]
- 4) Must engage a team of professionals to market the program on the local level [ ]  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 5) Form must be completed in its entirety for consideration by education panel [ ]
- 6) No video/audiotaping of any sessions/speakers, including videophone devices. [ ]

**Online Programs**

Online programs may be scheduled with a guaranteed audience of 25 participants; the cost is \$195.00 per person for the 7-hour content. [Please contact](#) for more information.

I \_\_\_\_\_, agree to the above terms and conditions and would like to be considered as a site host for Energy Medicine. I recognize that once approved as a site host, all terms and conditions apply and I will be unable to withdraw/cancel the event. I am aware that continuing education credits for this program are processed by The Global Education Development Institute, NFP.

Name \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_