

ACES Preparatory Workshop Site Requirements

Minimum Enrollment

In order to market the workshop effectively, prevent excessive cancellation of workshop sites, and offset the continually rising cost of travel, we have set a minimum workshop enrollment based on the location of the site. The minimum is determined by the NATA district in which the host is located—see table below:

<u>NATA District</u>	<u>Minimum Participant Enrollment Guarantee</u>
1	16
2	15
3	15
4	16
5	17
6	17
7	19
8	20
9	16
10	20

Therefore, in order to confirm a workshop site and date, the host site must be willing to guarantee the minimum participants OR be willing to provide funds to offset the lack of revenue at a \$145 per person less the minimum. We will not cancel a workshop due to low enrollment.

Example: Athletic Training University, (located in District 4 with a minimum enrollment of 16) wanted to host a workshop for its 8 students. At the start of the workshop, only 5 students from other institutions had signed up for a grand total of 13 registered participants. As a result, Athletic Training University must pay ACES Workshop \$435 (\$145 per person less the minimum).

*****If the minimum enrollment is achieved, there will be no cost to the host site.**

Hotel

The hotel should be within close proximity of the meeting site and easily accessible upon arrival to town. Need to block 6 -10 rooms, double occupancy, and a rate (including tax) within the \$45.00-\$75.00 range. Need to hold a block of rooms to within five days of the start of the seminar. If possible, it is desirable to have a continental breakfast included with the room charge. Participants are responsible for the expense of lodging.

Site Accessibility

Must be easily accessible by car, plane and/or bus with parking privileges. You need to provide the following information:

- 1) Directions to the hotel and meeting area, including parking instructions, if a person were arriving by car.
- 2) Ground transportation information and directions to the hotel and meeting area, including parking instructions, if a person were arriving by plane, bus or train.
- 3) If you have a Web site, post information and directions to the workshop site for a participant to download.

Meals

ACES will furnish lunch on Saturday as part of the workshop. We budget a range of \$5.00 to \$7.50 per person for the meal. A college cafeteria setting is acceptable, providing it is within close proximity of the meeting site and easily accessible. Lunch can be a catered boxed lunch (sandwich, chips, fruit, cookies, soft drink).

Lecture Room

Needs to be arranged in theater style seating with desks or table and chairs preferred. The room should be well-lighted and have a capacity for at least 40 people. Three (3) tables are needed at the front of the room (two for supplies, one for the projection equipment). Restrooms should be in close proximity. The lecture room should have a pencil sharpener available. *ACES is not responsible for any rental or facility fees.*

Audio visual equipment

Projection system for the laptop computer for a Power Point presentation and a 25 foot extension cord. *ACES is not responsible for any rental or facility fees.*

Copy Machine

The ability to make one copy per participant after the written exam.

Honoraria and Benefits to Hosting

Host Institution Benefits:

The host institution will be recognized nationally in our advertisements as a workshop site. We ask you to post information about the **ACES** Preparatory Workshop you will host on your web site as well as promote the workshop to other institutions in your geographical area.

Students from a host institution may attend that workshop for a discounted registration fee of \$145.00 each, providing they **pay in full at least three weeks prior** to the start of the workshop. Those who do not pay before this deadline will pay the full registration fee of \$185.

Host:

The host athletic trainer will receive a \$100.00 honorarium from the ACES Workshop, providing the site meets or exceeds the minimum enrollment. The host is responsible for fulfilling all site requirements, marketing the site to other programs and institutions in the region, and assisting the instructor with the lunch on Saturday and facility access during the workshop.

I have read and understand the site requirements listed above. I understand and agree to the terms of the minimum enrollment requirement and request that my institution be advertised as a host site for the ACES Preparatory Workshop.

Institution: _____

Date of Workshop: _____

Print Name: _____

Signature: _____ Date: _____

Please return the signed contract via fax to Andy Carter at 757-221-2048

If a host fails to return this contract within 30 days of receipt, the site will be removed from the schedule.