

Organising Themed Short Courses and Problem-Solving Workshops

Things to do to ensure the course runs successfully:

Prior to the course:

- Advert to be sent out
- Map to venue and programme to the participants indicating need for practical clothing and starting time of the course; maximum of 20 participants
- Send handout(s) including evaluation form electronically to all the participants [provided 1-month prior to the course] electronically
- Accommodation for tutor to be booked if required
- Organise 20 chairs for lecture and as close to 10 full / half plinths as possible and sufficient space for practical sessions [this may vary depending on the theme of the course therefore clarify exact requirements with the tutor prior to the course]
- Organise PowerPoint facilities and flip chart [and pens]
- Organise and fully inform / gain consent from patient(s) to attend the 'patient demonstration' as indicated by the programme. Ensure patient(s) is medically stable, and able to tolerate therapy input for 1-hour. Each patient's presentation should be biased towards the theme of the course
- Collect details for a summary of the patient's history
- Organise refreshments for breaks

During the course:

- Ensure venue is open in advance of the participants arriving
- Tea / coffee available
- PowerPoint, flip chart and chairs set up for the lecture [first session of the course]
- Provide name badge / label for each participant
- Provide house-keeping information to participants i.e., toilets, breaks, lunch facilities, fire procedure
- Ensure refreshments available for breaks
- Provide a summary of the patients' history and current goals
- Ensure patients attend the session on time and suitably dressed for assessment and treatment

After the course:

- Email course certificates on receipt of a completed evaluation form
- Send evaluation forms to the tutor
- Invoices will be sent to you after the course
- Ensure payment is fulfilled

Themed One-Day Courses and Problem-Solving Workshops

General Information for Course Organiser:

- Theme and focus of the day should be negotiated and agreed with the tutor in advance
- Maximum of 20 participants
- Programme will be provided in advance
- The Course Organiser will send out all handouts to the participants electronically prior to the workshop

Fees:

- £625.00 per course – payable to tutor
- £125 per module Honorarium - paid separately to BBTA

Tutor expenses to be paid by the organiser:

- Travel expenses – 50p per mile if by car
- Accommodation, if required – (sometimes arranged by course organiser)
- Subsistence for food during course – on provision of receipts

Themed Two-Days Courses and Problem-Solving Workshops

General Information for Course Organiser:

- Most short courses include a minimum of 10 hours teaching each module split over 2-days and can be flexible
- Maximum of 20 participants
- Programme will be provided in advance
- The Course Organiser will send out all handouts to the participants electronically prior to the workshop

Fees:

- £1250.00 per course (10 hours teaching) – payable to tutor
- £250 per module Honorarium - paid separately to BBTA

Tutor expenses to be paid by the organiser:

- Travel expenses – 50p per mile if by car
- Accommodation if required – (sometimes arranged by course organiser)
- Subsistence for food during course – on provision of receipts

Use of Audio-visual equipment during the Course

Please be advised that the use of audio/visual equipment to record course tutors or patients is strictly prohibited during the course. There may be exceptions, regarding lecture material under special circumstances, but the use must have been discussed with the course tutors prior to the start of the course.