



## Hosting Guidelines

### Birth Works International Childbirth Educator Workshop

Please read the following information carefully and call the Birth Works office at 1-888-TO BIRTH (862-4784) if you have further questions. All information and the signed contract must be sent to the office at least four months prior to the date of the workshop.

#### **Time line and trainer:**

If a hostess is interested in hosting a workshop, she should contact the main office as soon as possible. The office will forward her offer to all available trainers. A trainer will contact the hostess and make further arrangements and explain the hosting contract. Communication between trainer, hostess and the Birth Works office is vital.

#### **Promoting the workshop:**

- The Birth Works office will provide the hostess with brochures to help promote the workshop in her area.
- We expect the hostess to promote the workshop by contacting all institutions (birthing centers, midwifery practices, hospitals etc), groups (birthing circles, LLL groups etc) and people, she thinks are relevant. The hostess knows the area and the local birthing groups best, and her help in promoting the workshop is vital.
- It is also extremely important to get the information out through any electronic medium possible (craigslist, online ads in local newspapers, local parenting magazines etc).
- There is a financial incentive for the hostess to fill the workshop with as many participants as is possible (see below)

#### **Location:**

- Location and atmosphere are important to insure a successful training workshop. The room should have sunlight, be clean and organized, and invite relaxation.
- Our workshops can be held in the home or other settings. The room should be equipped with enough chairs, sofas, and pillows to accommodate 5-20 adults who can feel comfortable when sitting or lying down.
- If childcare is necessary, there should be an area for the children that is not adjacent to the main meeting room so that distraction is minimal. To show audio-visuals, we will need the room to be darkened. If it is not possible to hold the

workshop in your home, another location can be approved. If a fee is involved, approval must be obtained from the trainer prior to any agreement.

### **Sleeping Accommodations:**

- Workshop trainers have the option of staying with either the hostess or in a nearby hotel. If at a hotel, you will need to provide transportation for her to and from the workshop.
- Workshop participants will make their own arrangements for sleeping.
- The Birth Works office will keep trainers and hostesses informed about contact information of workshop participants. It is the responsibility of the hostess to provide hotel email and website information to workshop participants. She should check to see if these hotels have group discount. Be sure to include group room rates plus any charges for children and the availability of cribs. Include the distance of the hotel from the workshop location. If you or your friends have the ability to provide accommodations for workshop participants, please let the main office know s this is a way to help participants with financial concerns attend the workshop.

### **Transportation:**

Please notify the trainer as to which airport is closest to the workshop location. Transportation to and from the airport will need to be provided for the trainer. The hostess will need to provide information about transportation services available for workshop participants.

### **Meals and snacks:**

- Workshop participants are responsible for all of their own meals..
- On the first day of the workshop, participants decide to either order food to be delivered to the workshop location, or to bring lunch themselves. Please have lunch menus from local restaurants available. The hostess may choose to provide a simple lunch especially if she has friends to help her and donations can be given by workshop participants to help cover the cost.
- The hostess is responsible for providing nutritious snacks (fruit, nuts, pretzels, etc) for morning and afternoon breaks (no coffeecakes,doughnuts, soda). She should also have drinks available (water, juices, coffee, tea etc)

### **Audio Visual Equipment:**

The trainer will need the use of a DVD player, VCR, and a CD/audio cassette player. If she does not have these available she may rent them but the trainer must approve any rental equipment costs before arrangements are made.

### **Entertainment:**

The workshop offers an opportunity for participants coming from other states to visit places they haven't seen before. On your information list, please list sightseeing and entertainment activities available in your area at the time of the workshop.

On the evening of "Day Two", we like to have an evening social together. Please find a good restaurant where we can all have dinner, and/or a fun event we could attend together.

### **Cancellations**

- Travel reservations by workshop participants will be made based on your signed agreement for hosting a workshop. It is our goal to have at least ten participants at each workshop (but individual trainers may make exceptions if the trainer is able to teach locally). If the workshop does not have enough participants to cover costs, four weeks before the workshop date, the trainer can choose to reschedule the workshop for a later date. .
- If an emergency arises and you are unable to attend or host the workshop after having signed the contract, notify the Trainer and Birth Works office immediately. Remember to have a back-up person available to host the workshop in your area.

### **Payment**

A hostess receives a discounted fee on the workshop based on attendance if it is her first Workshop.

- If a workshop is held for 5-7 people the hostess will receive \$150 off her workshop fee.
- If there are 8-9 participants, she receives \$250 off her workshop fee.
- If 10+ participants, she attends FREE.

This is based on the \$450 workshop fee.

If a hostess hosts a second (or more) workshop, she attends FREE.

Birth Works

4/08