

## ADVANCED CONTINUING EDUCATION INSTITUTE

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### Course Hosting Information

Thank you for your interest in hosting an upcoming continuing education seminar with ACEi. With over 30 years of experience, our faculty members are some of the most prominent leaders in rehabilitation. We are currently planning our seminars for next year and offer two options for course hosting:

#### Private Seminar:

A private seminar involves an ACEi faculty member teaching a private seminar for your staff of clinicians. This option will allow for a custom-tailored continued education seminar designed to meet the needs of your specific patient population and interest as well as specific licensure requirements. This option will allow for a custom selection of topics of discussion for the seminar and custom length that assures that the CEU requirements of specific state and national organizations are met for licensing such as physical therapists, physical therapy assistants, occupational therapists, occupational therapy assistants, athletic trainers, and strength and conditioning specialists.

Pricing varies for this option based on the amount of participants, length of seminar, location of seminar, and faculty member. The following serves as an example of pricing variations. The pricing is based on our normal seminar costs of \$299 for a 1-day registration, \$480 for a 2-day registration, and \$560 for a 3-day registration and is subject to change. Additional discount on educational CDs and DVDs will also be extended to your staff. This is not a definitive pricing, but will assist you in determining if this option is a possibility for your staff:

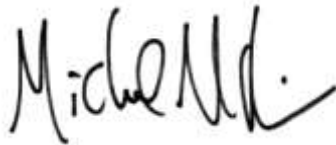
Number of Participants	Discount Per Participant	1-Day Course Pricing	Price Per Participant	2-Day Course Pricing	Price Per Participant	3-Day Course Pricing	Price Per Participant
20	10%	\$5380	\$269	\$8640	\$432	\$10080	\$504
25	15%	\$6350	\$254	\$10200	\$408	\$11900	\$476
30	20%	\$7170	\$239	\$11520	\$384	\$13440	\$448
40	25%	\$9000	\$225	\$14400	\$360	\$16800	\$420

## Public Seminar

A Public seminar is a course that is hosted at a facility that you provide, but is advertised to the public to also attend. This involves an ACEi faculty member teaching a course at your facility in exchange for a certain amount of free registration slots. Please keep in mind that we are only able to conduct courses in geographic areas that have a large amount of potential registrations. We typically require that a facility be able to handle approximately 50-75 people for lecture AND lab.

Number or Registrations	Free Slots
1-20	2
21-30	3
31-50	4
51+	5

If you are interested please fill out the enclosed questionnaire and mail or fax back to our office, a staff member will contact you in 1-2 weeks. Please feel free to contact us at any time.



Michael M. Reinold, DPT, ATC, CSCS  
Director of Education  
Advanced Continuing Education Institute

## ACEi COURSE HOSTING QUESTIONNAIRE

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail (must provide): \_\_\_\_\_

1. Are you interested in a public or private seminar (please circle)?

*Public Seminar*

*Private Seminar*

2. Which seminar topic is of interest to you?

3. Which faculty members are you interested in?

4. What length of a course would you be interested in (please circle)?

*2-Day Fri/Sat*

*2-Day Sat/Sun*

*3-Day Fri/Sat/Sun*

5. What time of year would you be interested in conducting this seminar?

5. Do you have a facility with adequate space for hosting a seminar, including lecture and lab session? (Please note that public seminars need to be able to handle 50-75 people for lecture AND lab)

6. Please describe your facility including dimensions/shape, set-up, etc. (if your facility has a website, please include)

7. Does your facility have the ability to dim lighting for audiovisual?

8. Does your facility have AV equipment available including LCD projector, screen or large white wall, TV, VCR, Microphone, etc?

9. What is the closest airport and how far from the airport are you?

10. Please list hotels close to location that you recommend for staff and participants.

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