**EDUCISE PC**

**P.O. BOX 498 Newbury, NH 03255**

**TELEPHONE/FAX: 877-281-3382 [WWW.EDUCISE.COM](http://WWW.EDUCISE.COM)**

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**ENGAGEMENT AGREEMENT BETWEEN \_\_\_\_\_\_\_\_\_\_\_\_, AND EDUCISE PC**

This letter outlines the understanding and agreement between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (Client) and Educise PC (Educise) regarding a presentation to be provided for Client by Educise. It is designed to be a communication tool clearly confirming time, date, title, etc., and defining responsibilities of both parties. Please let us know immediately if your understanding is different than the following.

**Educise Resources Inc. will:**

* Present a program entitled *\_\_\_\_\_\_\_\_\_\_\_\_\_\_*, for Client.
* Customize the program as needed, to fit the needs of this group.
* Provide the materials for the participants’ use only. Materials are copyrighted, and unless specified in the materials or in writing, reproduction of any portion is prohibited.
* Abide by the professionalism and ethics guidelines set forth by the National Speakers Association.
* Theresa A. Schmidt will personally conduct this session; if she is unable to do so, Educise may appoint another presenter to conduct the session or choose to have Dr. Schmidt conduct another session with no cancellation fee on a different agreeable date. Educise in is no way liable for any expenses relating to this program in the event Dr. Schmidt is unable to appear due to Acts of God, travel emergency or physical incapacity.

**Date and Time of Presentation**

Full-day seminars: 8am-3:30pm, unless otherwise requested. Educise will be there approximately 1 hour before the program begins. Please arrange for us to get into the room to set up 2 hours prior to class.

**Location of Presentation**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person on site Home phone Cell phone Work phone

**Equipment Preferences**

* 1 flipchart with four colored markers
* LCD projector for use with laptop computer (We can supply for a fee of $150)
* Freestanding screen or fixed screen, minimum 6’ high, located in front center of room
* Wireless lapel mic and sound system (Required for over 15 attendees)
* A-V cart or 4’ square table for the projector and computer
* Power strip with at least 4 outlets with a 50 ft. grounded three-prong outlet extension cord
* 6’ table near door for educational materials and display
* 6’ demonstration table in front of room to one side, preferably an adjustable massage table or therapy treatment table, with 2 pillows and 2 blankets, and hand sanitizer
* 6’ table outside room for registration, with 2 chairs and wastebasket

**Room Set-up Preferences**

* Classroom style set-up with 2 chairs per table on 6’ x 2.5’ or wider tables or preferably massage or therapy treatment tables. If space is limited, a maximum of 3 chairs per table, facing the screen
* Please set the room wide rather that deep, with adequate space for participants to walk around the tables for exercise and hands-on lab practice
* Preferences may be modified according to seminar type.

Client will arrange for the location of this program, and for advertising and informing the participants by confirmation. Please send Educise copies of any announcements to the participants regarding this program. Client may request brochure for marketing purposes.

**Honorarium, Terms and Conditions**

**Daily Live Seminar Commission**: *per day (six hour course, longer hours additional $250/hr, with extra day additional fee, $1500 minimum/day)*

$1500 for up to 10 participants

$1800 for 10-20 participants

$2200 for 20-30 participants

$2500 for 30-40 participants

Educise will negotiate a reasonable fee with you for groups of 41 people or more.

**Live Webinar Commission**: one hour: $350, two hours: $500, three hours: $675, four hours: $800 **Replay** of previously recorded live webinar: with live discussion at end of program: (30 minutes) discount fee by 20%. Additional hours are negotiable.

**Recorded webinar re-sales**/ seminars on demand: 20% gross sales commission.

Educise will provide a copy of the course manuals to the Client for reproduction by the sponsor for the presentations. (Educise may use [www.dropbox.com](http://www.dropbox.com) for downloads or may mail a copy to Client if requested.) All course materials remain the intellectual property of Theresa A. Schmidt, President, Educise and are copyrighted material, all rights reserved. No reproduction of course materials may be made outside of the use as specified in this Agreement.

**Save money by hosting multiple courses**. Ask us about our special Discounts for multiple course sponsorships for scheduled events with an agreed deposit to guarantee the dates. Unless otherwise agreed in writing, Client will apply to the appropriate state/national boards for continuing education credit hours for participants. Educise will provide learning outcomes and schedule with speaker biography for sponsor applications to request continuing education credits with their respective boards or accrediting agencies if requested.

**Expenses:**

Shall include round-trip airfare from wherever the speaker is traveling to/from to the seminar city; insurance, airline fees, ground transportation, hotel, rental car (or car service), meals, internet, fees, and gratuities. Educise will arrange travel reservations and bill sponsor for expenses. Speaker will travel to the destination the day prior to the program and return the same day after the program ends. If speaker is unable to return on the same day after the program, an additional travel day fee of $500 will be charged for travel time.

If additional materials are needed for the presentation, Educise will inform Client in advance. (Example: for manual therapy courses, massage lotion, hand sanitizer, and course tools will be pre-purchased and receipts provided to Client for reimbursement. For **all lab** courses, a massage table or sturdy 6-foot banquet table with two blankets and two pillows for instructor demonstrations are needed. Participants must be informed by Client to bring their own supplies, such as lab clothing (layers with loose comfortable shorts/tee shirts/halter tops for hands-on lab, massage lotion, hand sanitizer, massage tables or mats and draping materials (sheet/pillow) for access to the body during hands-on lab.)

**Overnight Accommodations**

Shall be made by Educise, and invoice billed to Client at Client’s business address. We reserve a nonsmoking room, late arrivals guaranteed, with elevator access. Speaker will check in by the evening prior to the event. Reservations are made in the name: **Theresa A. Schmidt**.

**Contact:**

Name, description and phone numbers of persons or taxi picking speaker up from the airport:

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Name of person or taxi company Business Phone

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Cell Phone Home Phone

**If before or on the way to the event, an emergency should arise, Dr. Schmidt should contact the following person(s) in charge of the presentation for the facility:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Cell Phone Business Phone Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Cell Phone Business Phone Home Phone

**Cancellation/Postponement:**

Once a date is set aside and a presentation confirmed, we often incur commitments of time and resources on your behalf, well in advance of the program date. Because a cancellation/postponement initiated by a Client causes losses, either through direct resource expenditure or because of turning down other business for this date, we have found it necessary to include the following cancellation clause, effective in all cases other than Acts of God (e.g. major disasters, severe weather, airline strike or cancellation, etc. for which we purchase travel insurance). Educise will retain full deposit fee, and bill for any expenses incurred for your program if event is cancelled with less than 30 days’ notice.

If cancellation/postponement is unavoidable, please verify the cancellation by telephone, followed by a written letter by email or postal mail, to Educise within 5 days. If we can sell the time, we will refund your fee, minus any out-of-pocket expenses we have incurred on your behalf.

**Audio and Video Recording**

We do not allow audio or video recording of the live event, unless arrangements have been made in advance. Educise may record an event for its purposes, and for the consideration of the audience, for projection onto the screen for all to see techniques taught.

**Payment Method:**

Please make check or money order payable to: **Educise PC.**

Honorarium and any additional agreed expenses shall be payable within 14 days of the presentation. This includes travel, hotel, ground transportation, meals, gratuities, fees, and supplies. Receipts will be provided upon request. A deposit of $950 will hold your reserved date.

If there is anything in this agreement about which you have any questions or would like additional information, please **contact Dr. Schmidt at 877-281-3382** (office) or **516-659-6106** (cell) or **email** to [Educise@gmail.com](mailto:Educise@yahoo.com). This Agreement may be modified by mutual agreement of Educise and Client if done in writing, signed, and dated. **This Agreement expires one year from the date signed below**.

If everything is satisfactory, please sign one copy of the agreement and return it immediately by US MAIL. It is an honor to be of service to you. We look forward to making this an outstanding event.

Cordially,

Theresa A. Schmidt, President, Educise PC

**Agreed:**

**By: Theresa A. Schmidt By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: President Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Co.: Educise PC Co.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**