

EDUCISE PC.
P.O. BOX 498, Newbury, NH 03255
TELEPHONE/FAX: 877-281-3382 WEBSITE: WWW.EDUCISE.COM

ENGAGEMENT AGREEMENT BETWEEN _____, located at _____ 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 will:

- Present a program entitled _____.
- 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.
- Educise faculty will conduct this session; if scheduled presenter is unable to do so, Educise may appoint another presenter to conduct the session or choose to 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 or Educise faculty is unable to appear due to Acts of God, travel emergency or physical incapacity.

Date and Time of Presentation

Full-day seminars: 8am-5pm, unless otherwise requested. Please arrange for us to get into the room to set up 2 hours prior to class. Live webinars from 1 to 8 hours, scheduled at a mutually agreed time.

Location of Presentation: **Live onsite** **Live webinar**

Contact person on site Home phone Cell phone Work phone

Equipment Preferences for Live Onsite

- 1 flipchart with four colored markers
- LCD projector for use with laptop computer (We can supply for a fee of \$250)
- 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 massage table or therapy treatment table, with 2 pillows and 2 blankets, massage oil and hand sanitizer
- 6' table outside room for registration, with chair 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 than 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

Live Webinar Commission: Based on duration, \$300 for 1 hour, \$550 for 2 hours, \$750 for 3 hours, each additional hour is \$250/hour extra.

Daily Live Seminar Commission: *per day (six hour course, longer hours additional \$200/hr, with extra day additional fee, \$1500 minimum/day)*

\$1800 for up to 10 participants Discount applies: only \$1500 for 5 participants, 6th attends free as sponsor, plus expenses (estimate: about \$700 travel expenses depending on flights) and materials fees.

\$2200 for 10-20 participants -Ask us about presenting to larger audiences. Educise will negotiate a reasonable fee with you for groups over 40 people and conferences.

Recorded webinar re-sales/ seminars on demand: 40% 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 or Google Drive 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 yearly facility memberships with huge discounts to allow your team full access to our home study and designated programs to satisfy your continuing education requirements, to retain experienced staff and attract new therapists. Unless otherwise agreed in writing, Client will apply to the appropriate state/national boards for continuing education credit hours for participants for any profession does not recognize NCBTMB, Inc. course provider approval. 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: Live seminars

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, travel insurance, travel time, and gratuities. Educise will arrange travel reservations and bill sponsor for expenses. Speaker will travel to the destination the day prior to the program. A travel time fee of \$500 per day will be charged for travel time. Travel expenses may include flights, ground transportation, gas, tolls, travel time, lodging, gratuities, and meals. Estimate: meals (\$100/day) hotel \$175/night, total averages about \$700 depending on location. (If speaker can arrange a free overnight stay, and transportation to/from the venue, you save the fees.)

Additional materials are needed for the presentation: for manual therapy courses, massage oil, hand sanitizer, gloves, sanitizing supplies, and table draping are provided by Client. For **all lab** courses, a massage table or sturdy 6-foot banquet table with draping linens and two pillows for instructor demonstrations are needed. Please have masks available for each attendee in case facial covers are needed. Educise can supply a set of cupping tools for each attendee for a fee of \$25 cash. (Silicone cupping set) 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 oil, hand sanitizer, massage tables or mats and draping materials (sheet/pillow) for access to the body during hands-on lab.) Attendees should bring gloves and mask as needed based on current CDC recommendations due to COVID. Visit www.cdc.gov for current guidelines.

Please provide a business liability policy declaration page for proof of insurance to cover the live onsite event at your facility, and name Educise PC as an additional insured for the purpose of hosting this event.

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:

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) 25% of honorarium fee, and full travel expense reimbursement, if cancelled in less than 30 days before, 50% if cancelled less than 14 days before.

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, using Zoom or online service for webinars, and for projection onto the screen at live events where applicable. Attendance at the event conveys permission for Educise to use images for business purposes. Attendees may take personal photos or videos of demonstrations for personal use only with permission of instructor and anyone who appears in the video or photo. Attendees are prohibited from posting anything on social media without express written permission of each party involved to protect privacy of attendees and instructors.

Thank you.

Attendees may purchase this or other available courses at www.educise.com.

Payment Method:

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

For webinars, please pay in full to reserve your scheduled time at least 14 days in advance. Educise accepts checks and money orders. For credit card or Paypal payments, there is a 3.5% service fee. Honorarium and any additional agreed expenses shall be payable on the day of the live presentation. This includes travel, hotel, ground transportation, meals, gratuities, insurance, and supplies. Receipts will be provided upon request. A deposit of \$750 will hold your reserved live seminar 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**. 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 FAX with a hard copy by US MAIL or scan and email to us at **educise@gmail.com**. 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

Title: President

Co.: Educise PC

Date: _____

By: _____

Title: _____

Co.: _____

Date: _____