

**THE SECTION ON WOMEN'S HEALTH IS LOOKING FOR FACILITIES TO
HOST THE 2012 REGIONAL COURSES**

Some of the requirements include:

- Lecture room or available space for lecture set-up for 20-50 people- depending upon the course
- Audio-visual equipment (requested by individual speakers) which may include Power-Point set-up, slide projectors, overhead projectors, microphone, podium, chalk board, etc.
- Treatment and lab space (including private treatment tables for Pelvic floor courses) usually 2 participants for treatment table ...i.e. if a course has 20 participants- you need 10 treatment tables
- Proximity and transportation from a major airport (including airport or your facilities' shuttle bus)
- Hotel/ Motel within close distance to the facility
- Food availability- including breakfast, snack breaks and beverages. The food can be arranged through your facilities' cafeteria or from a local deli or caterer (Food costs are reimbursed by the Section)

*****The host facility receives 2-4 free spaces at the course depending on how many participants come to the course*****

Courses range from Thursday to Sunday, Friday to Sunday, or Saturday and Sunday only. If a course starts on Friday, the lab space will need to be available on that 1st day- therefore your facility will need to make arrangements to have treatment tables open for course participants or tables moved to another available space.

Please let me know what treatment and lecture space you have- including # of treatment tables, the closest major airport, the distance from the local hotel and your ability to arrange for food.

I also need your facilities' full name and address and the contact information on the host including phone number, e-mail and fax#.

We are excited to have you as a potential site and hope this will be a rewarding experience for everyone!

**Brooke Kalisiak
Regional Course Site Coordinator
Section on Women's Health
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Facility Name: _____

MailingAddress: _____

Contact's Name: _____

Phone: _____ Fax: _____ Email: _____

Preferred Course: _____ # Of treatment Tables: _____

Closest Airport: _____ Distance/time to facility from airport _____

Days of the week your facility would be willing to host: (please circle)

Sat/Sun Only

Fri-Sun

Any Days