



# Northwest Rehabilitation Associates, Inc.

*Serving you with specialist care and a personal touch*

## Open Course Agreement: Continuing Education

This Agreement sets forth the current understanding between Michael Studer and \_\_\_\_\_.  
This agreement refers to both parties' responsibilities in the course of offering a continuing education workshop on \_\_\_\_\_ in \_\_\_\_\_ (city, state).

Mike Studer (herein identified as presenter) agree to:

1. Present information as described in course content area of brochure (attached) and participate in a \_\_\_\_\_ hour continuing education conference on \_\_\_\_\_ (dates, city).
2. Arrive early to this workshop, help set-up and greet participants.
3. Stay after this workshop and interact with participants.
4. Submit receipts and expense voucher within 3 business days of completion.
5. Provide an original copy of workshop handout, to be copied by the host facility. Arrange ground transportation to arrive in \_\_\_\_\_ (location) for the conference.
6. Bring his own laptop computer to be used for course presentation.
7. Provide templates for brochures, certificates, and sign-in sheets as requested.

(Course host) \_\_\_\_\_ agrees to:

1. Reimburse Michael Studer as outlined below.
2. Provide copies of course handouts, sign-in/out lists and course certificates to all participants.
3. Advertise and process course registrations.
4. Provide on-site audiovisual needs of: LCD projector, projector screen, speakers and lavalier microphone.

### Payment Schedule

The compensation for above-stated services will be as scheduled:

1. Honorarium - \_\_\_\_\_ payable as noted below.
2. Reimburse all travel expenses, airport parking, meals, lodging, and airfare expenses directly incurred as a function of this course.
3. Reimburse any mailing expenses directly incurred for this conference.

If this course should be cancelled on or prior to \_\_\_\_\_, ( $\geq 6$  months in advance), there will be a 150.00 penalty fee. If the course is cancelled by \_\_\_\_\_ ( $< 6$  months in advance), there will be a 1250.00 fee. After this date \_\_\_\_\_ ( $\leq 90$  days in advance) this party will be responsible for item #1, the honorarium of \_\_\_\_\_ and any non-refundable expenses.

This agreement is engaged on \_\_\_\_\_ (date).

\_\_\_\_\_ Michael Studer

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