



Physiotherapy for Breathing Pattern Disorders

Hosting a course: Information and guidelines.

What one day courses do we offer?

1. "Essentials to Breathing Pattern Disorders"
2. "Extended Skills in Breathing Pattern Disorders".

These courses can be delivered as either face to face courses or virtual courses.

It is recommended that the Extended course be face to face due to the large practical nature of it and for you to gain the most benefit.

We would not recommend running an Essential one day followed by an Extended course as you need to practice what is learnt before attending the next.

Costs:

The prices below are correct from April 2024, but may be subject to change.

	Virtual Essentials	Face to face Essentials	Face to Face Extended
Number of delegates/lecturers	2 lecturers up to 30 delegates	10-15 delegates 1 lecturer 15+ delegates-2 lecturers	20 delegates -2 lecturers
Costs	£1500	£1000-10	£2500 up to 20

		delegates £100 per extra delegate £2000-15+ delegates	delegates £125 per extra delegate
Expenses	n/a	Travel and accommodation (each speaker)	Travel and accommodation (each speaker)
Travel	n/a	0.60p/ mile or Cost of train/ flight/taxi	0.60p/ mile or Cost of train/ flight/taxi
Course materials	Sent to host	Sent to host	Sent to host

**Please note: we will make all endeavors to ensure that speakers living the closest to the course will used in order to keep costs down.

Requirements for Hosting a Course

Virtual Course

- Provision of a Microsoft Teams or Zoom link for delegates and lecturers

What to Do

- Organize the Zoom or Teams meeting for the event and send the link to us.
- Consider organizing a venue for attendees to watch together and participate in practical sessions together.

Face-to-Face Course

- Projector and laptop or ability for speakers to plug in their own
- Private space with plinths to allow for practical elements
- If available:

- Flipchart
- Sink
- Pillows
- Gymballs
- Locally used adjuncts to treatment (e.g., aerobika, flutter)

Additional Considerations

Lunch and Refreshments: It is up to each organization to decide how to provide lunch and refreshments. Options include:

- External caterers
- Delegates bringing/buying their own lunch
- Reps providing lunch
- Making food to keep costs down

Whatever you choose, please make it clear to delegates booking onto your course.

Promotional Support

We are happy to put course details on our website, Facebook, and Twitter at your request. Please provide the following information:

- Relevant course details
- Contact name
- Email address
- Telephone number
- Venue address
- Decided cost per delegate

Deciding Course Fees

How much you charge will depend on your organizational needs. If expecting a mix of external and internal applicants, you may want to charge external applicants a little more.

Remember: When calculating your fees, ensure additional expenses such as accommodation and travel for speakers are covered.

Cancellation Policy

If You Need to Cancel

We understand that sometimes a course may need to be canceled.

- **Cancellations with 28 days or more notice:** No direct course organization fee will be incurred, but any expenses already paid for (e.g., train tickets, accommodation) must be repaid in full. Written confirmation of this agreement by email is required before any travel or accommodation is booked.
- **Cancellations with less than 28 days notice:** Will incur a £100 charge in addition to any expenses already paid (e.g., travel costs).

To reduce risk, we recommend asking delegates for a non-refundable deposit to cover any costs your organization may be subjected to. Emails will be used as proof of this agreement.

If you have any other questions or need clarification, please contact us at:
physiotherapyforbpd@gmail.com

Many thanks,

Physiotherapy for Breathing Pattern Disorders