



Traveling Course

Frequently Asked Questions

What are the responsibilities of the host site?

- The host site provides a room/space to accommodate the course. The course room should be able to comfortably accommodate 15 or more attendees.
- The host site provides basic AV for a power point presentation

Is there a fee to host the course?

No, there are no additional costs or fees to host a course.

What are the responsibilities of ASHT?

ASHT handles the following:

- Instructor (including honorarium and travel-related expenses if applicable)
- Materials
- Digital course manual

- Manages the registration process
- Promote the course (site promotes course locally to colleagues/employees and local hand therapy groups & associations)
- Distributes CE certificates to attendees after the live event

Does the course include food and/or beverage?

No, ASHT does not provide food or beverage. If site would like to provide any food or beverage, they may do so

What is the registration fee? Are there any discounts to the site?

- The host site receives one free registration for every 15 paid registrations
- One-day course awards 8 contact hours, or 0.8 CEUs, and registration fee is \$280 members, \$325 non-members
- Two-day course awards 16 contact hours, or 1.6 CEUs, and \$450 members, \$510 non-members
- Once date is confirmed, ASHT will start to open registration and send site a Letter of Agreement
- Course begins at 8 am and ends at 5 pm with one hour lunch break

Is there a minimum number of registrants needed to hold a course?

ASHT prefers that the course draws 15 or more registrants. If the course doesn't meet the 15 attendees by approximately one month prior to the live event date, the course may need to be cancelled and/or rescheduled. If a course is cancelled due to lack of attendance, the host site will not incur any financial penalty, and all paid registrants will receive a full refund.

Is there a lead time to schedule a course?

Yes – ASHT would like to have at least 14 weeks lead time from when the course date is scheduled, to ensure there is adequate time to plan and promote a successful course.

After I submit my online request form, what are the next steps?

Once the online request form has been submitted, the Traveling Course Project Lead will reach out shortly thereafter to discuss the next steps and hopefully schedule a date. Once a date is confirmed, a contract will be sent to the site and ASHT begins to plan the course!