



CRITERIA FOR HOST OFFICE SITES

1. LOCATION
 - a. Anywhere in the USA
 - b. Preference given for
 - i. Larger population centers
 - ii. Proximity of office to a major airport
2. DATES
 - a. Non-Holiday Saturdays (preferred) or Sundays in 2018. Avoid Super Bowl, Mother's Day and Father's Day in addition to other major holiday weekends.
3. WAITING ROOM or CONFERENCE ROOM
 - a. Must Seat 6-8 People
 - b. Must be open and accessible to attendees from 730am until 6pm on the training date. If you are in a larger building that is not open to the general public on weekends, you must have a way to grant entry to our attendees.
 - c. Must have a private bathroom or access to a floor restroom for the entire time.
 - d. Needs enough room to set up a 5-foot projector screen and projector. If a Plasma or LCD display is present, then supply HDMI connectivity.
 - i. PCME faculty will bring Projector, Screen, Extension Cords, and Tape
 - e. Office must be closed for business that date if the waiting room is used. Office may be open for regular patients if we have exclusive use of a conference room and an exam room.
 - f. Must have an exam room with good overhead lighting at least 10x12 feet in dimension. This room must be available to trainees for the entire day.
4. ADMINISTRATIVE CONTACT

- a. Someone from the office needs to be available to perform the following functions...
 - i. Unlock the office at 715am and greet attendees on arrival until 830am.
 - ii. Coordinate hands-on patients that the attendees may bring for hands-on practice. This involves ensuring that consent forms are signed. This typically happens at 8am and 130pm.
 - iii. Coordinate all-day refreshments: Bottled water, urn of coffee, snacks and lunch order when applicable.
 - iv. Assist with closing of the office and speedy breakdown of AV setup at the end of the lecture day. Typically 5-6pm local time.
 - b. The administrator does not need to be present for support the entire time, just available on demand, and at the times listed above.
 - c. The administrator may be a provider from the practice who is also attending the course simultaneously.
5. RESPONSIBILITY OF PRACTICALCME
- a. Market each course date on the PracticalCME.com website
 - b. Handle all orders, credit card charges
 - c. Handle all CME accreditation and supply all course materials to the attendees.
 - d. Provide and maintain consent forms for all model patient to sign.
 - e. Provide all Supplies to be used in the hands-on training. This includes the Botox, Fillers, and Sclerotherapy solutions.
6. COMPENSATION TO THE HOST SITE
- a. One Free PracticalCME Video Course on any subject for any member of the host practice.
 - b. Rent payment of a percentage of gross receipts for that conference date. Percentage to be determined based on the office size, location, and marketability.

If you wish to be considered, please submit an email to MD@PRACTICALCME.COM with the address and photos of your office waiting room, conference/break room, and treatment room in addition to photos of the exterior of the building.