



## 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](mailto: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.**