



CRITERIA FOR HOST OFFICE SITES (revised 1/21)

1. LOCATION

- a. Anywhere in the USA
- b. Preference given for
 - i. Larger population centers
 - ii. Proximity of office to a major airport (30 minutes or less)
- c. **The FACULTY member presenting must be licensed in the state and be able to access the facility to teach at his/her own expense.**

2. DATES

- a. Non-Holiday Saturdays (preferred) or Sundays. 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. Or if a Plasma or LCD display is present, then supply HDMI connectivity.
- 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.
- g. PCME Mask/hygiene policy must be followed at all times.

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. Issue online course content to all registrants for completion prior to live date.
6. COMPENSATION TO THE HOST SITE
- a. All compensation will be to the FACULTY member teaching the course as spelled out in our [FACULTY ELIGIBILITY](#) criteria.

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.