



How to book and organise a study day on hyperventilation and breathing pattern disorders

What one day courses do we offer?

We provide both introductory and advanced study days focusing on the assessment and treatment of adults with breathing pattern disorders. Sample programmes available on our website provide details of the structure, topics and timings of both study days as well as a section on course content to help guide you.

A two-day course is also be available upon request (see sample programme). Please contact us to discuss this option further.

We would not recommend running an introductory course one day followed by an advanced course the next day unless you aim to have two different groups of delegates. Advanced courses require delegates with a good level of knowledge and experience about how to assess patients and the background physiology of BPDs is not covered on the advanced course.

1. COST

Currently prices quoted apply to both introductory and advanced courses. Two day courses are priced separately therefore please refer to the relevant section.

- The cost of the introductory/advanced course starts at £750 for up to 10 delegates.
- **Expenses** (travel and accommodation if required) are additional to this but whenever possible a committee member living nearest to the venue will speak on the day in order to keep costs down.
- We aim to provide as much practical one-to-one attention as possible and as a result one speaker can talk to up to a maximum of 15 people. Each delegate above the nominated 10 will carry an extra charge of £75 per person.
- If numbers exceed 15 we will bring in a 2nd speaker to ensure practical sessions run smoothly and people will receive more from the course.
- With two speakers we can offer 25 places on the study day.
- Between 15-20 delegates the cost of running the course will increase to £1,500 (please note expenses for two people may need to be paid at this

- point as well). Over 20 delegates (up to max. 25) will be charged at £75 per delegate.
- This cost includes the provision of all course materials, handouts, certificates and any other equipment we may bring e.g. nasal rinse aids.

Sample course charges:

Charges:

Per day: £750 per lecturer + expenses (10 delegates)
Each additional delegate over 10 charged at £75 per delegate

For example: 13 delegates = £975 + expenses.

Half day charge for up to 10 delegates: £650 + expenses.
Each additional delegate over 10 charged at £65.00 per delegate - For example:
13 delegates = £845+ expenses

The course is aimed at physiotherapists but we are happy for other health professionals to attend e.g. osteopaths, specialist nurses, occupational therapists specialising in respiratory care.

2. TRAVEL MILEAGE CHARGES

Travel costs will be charged at £0.45 per mile.

(costs set according to 2017 fuel charges and are subject to change)

3. COURSE MATERIAL AND CERTIFICATES

All hand-outs and certificates will be provided on the day. The course speaker with need delegate numbers during the week leading up to the study day so they bring enough copies. We do not provide extra writing paper but will provide folders and pens.

4. COURSE EQUIPMENT

Please provide a lap top with projector, flip chart and space with plinths to enable delegates to lie down and be able to assess one another. The best venue is normally a physiotherapy gym. A sink, pillows and gym balls need to be available and it is recommended that the venue is not open to the public in order to ensure privacy during the practical.

5. COURSE ADVERTISING

We are happy to put course details on our website, facebook and twitter at your request. Please provide relevant course details, contact name / email address,

telephone number, venue address and your decided cost per delegate of the course.

6. COURSE CHARGE

Your organisation needs to decide what to charge delegates attending the study day. As a guide recent (2017) courses charged £120-125 per delegate to cover costs. Costs may vary depending whether lunch is provided and if you wish to ensure your trust profits from running a course. Please remember additional expenses such as accommodation and travel may need to be covered.

7. CANCELLATION FEE / REINBURSEMENT

We understand sometimes a course may need to be cancelled. If an organisation cancels the study day **within 28 days or more** notice of the course date, no direct course organisation fee will be incurred. Please remember any expenses already paid for e.g. train tickets or accommodation, will be expected to be repaid in full. This will be made clear and require written confirmation of this agreement by email before any proceedings to purchase a travel ticket or book accommodation is made.

Cancellations made with **less than** 28 days notice will incur £100 charge in addition to any expenses that have already been paid (e.g. travel costs).

In order to help reduce risk to your organisation, we recommend you consider asking delegates for a non-refundable deposit to cover any costs you may be subjected to.

Emails will be used as proof of this agreement.

8. LUNCH AND REFRESHMENTS

It is up to each individual organisation to decide how to provide lunch and refreshments. Some courses chose external caterers, or ask delegates to bring/buy their own lunch on the day. For others reps provided lunch or they made their own food in order to keep costs down. Whatever you choose we recommend this is made clear to delegates booking onto your course.

If you have any other questions that have not been answered in this document or need clarification on any of the points, please contact:

gillwatkin@outlook.com

Many thanks
Physiotherapy for Breathing Pattern Disorders.