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Workshop Travel Information Sheet
Effective January 2013 – subject to change

Weekday Workshops

- Benefits of a weekday workshop:
 - Allows for a larger number of student participants
 - Allows for a longer time with Erika
 - Helps spread the word of Soma® RPM
- Layout: Organizer can choose to have 3, 4, or 5 day workshop
 - We can accommodate more than days specific times during the year
- Number of student participants: 6 – 12 students (if more than 12 please inquire)
- Student age requirement: 3 years and up
- A.C.E. Teaching & Consulting will coordinate with one local workshop organizer/contact person.
- Billing
 - Scheduled and billed through the A.C.E. Teaching & Consulting office in Green Bay, WI
 - Cost includes all travel expenses (does not apply to international workshops)
 - Non-refundable, non-transferable half-deposit required to book workshop
 - Completed and signed contract must be returned to A.C.E. staff in order to book workshop
 - Other costs may be associated with the workshop such as rental space, participant's hotel, lunch and supplies and are not included in the package price. These potential costs are the responsibility of the workshop participants.

Weekend Workshops

- Benefits of a weekend workshop:
 - For families who have a hard time traveling with their child
 - Built in consultation time with Erika directly after 1 on 1 sessions
 - Smaller groups size for families looking to hold a smaller workshop
 - Helps spread the word of Soma® RPM
- Layout: Saturday, Sunday, part of Monday
- Number of student participants: 1 – 3 students.
- Regardless of number of students each student may receive more than 2 RPM sessions per day. Question and Answers time depends on number of students.
- Student age requirement: 3 years and up
- A.C.E. Teaching & Consulting will coordinate with one local workshop organizer/contact person.
- Billing
 - Scheduled and billed through the A.C.E. Teaching & Consulting office in Green Bay, WI
 - Cost - does include all travel expenses (does not apply to International workshop)
 - Non-refundable, non-transferable half-deposit required to book workshop
 - Completed and signed contract must be returned to A.C.E. staff in order to book workshop
 - Other costs may be associated with the workshop such as rental space, participant's hotel, lunch and supplies and are not included in the package price. These potential costs are the responsibility of the workshop participants.

******Please note for ALL Workshops ****** Organizer/contact person agrees to follow A.C.E. Teaching & Consulting's event specifications. This includes, but is not limited to:

- Making local facility and other arrangements
- Arranging and being responsible for paying for Erika and her business partner's travel expenses (if applicable)
- Collecting New Client Intake Forms and payment in advance
- Facilitating the designated session schedule
- Providing necessary supplies
- Following protocol for videotaping sessions
- Distributing A.C.E. Teaching & Consulting informational materials (if applicable)