



SOS Main Approach to Feeding Training Conference (5 Day)

CO-Host Overview **when the CoHost does NOT provide a Facility**

Thank you for your interest in Co-Hosting the SOS Approach to Feeding course: ***When Children Won't Eat: Picky Eaters vs. Problems Feeders. Assessment and Treatment Using the SOS Approach to Feeding.***

The **5 Day Main Training Conference** (2 days on-line pre-recorded and 3 days in-person attendance) is specifically designed for professionals who are interested in learning the SOS Approach to Feeding program for assessing and treating children with feeding difficulties. The Main Training Conference provides:

- A comprehensive understanding in the theory of the SOS Approach
- An in-depth understanding of how children learn to eat and to not eat
- General and specific feeding treatment strategies
- Details of the assessment of feeding disorders
- How to conduct an SOS Approach to Feeding therapy session.

This course includes didactic materials in a Power Point format, along with video review of children's eating difficulties and direct participation of attendees in eating, breathing and posture exercises. (Please see the agenda provided as a separate attachment for the specific topics covered as a part of this training.)

In order to help you make the best-informed decision about co-hosting an SOS Training Conference, we ask that you review the following information in full. These guidelines and requirements are designed to help create an optimal learning experience for the course participants.

Once you have reviewed all of the information provided, please submit the requested information on the SOS Website <https://sosapproachtofeeding.com/host-a-conference/>. Or, you can contact the SOS Conference Manager at info@sosapproach.com with any additional questions you may have or to follow up on your status.

Thank you so much for your interest in Co-Hosting an SOS Approach to Feeding Training Conference. We look forward to the opportunity to partner with you.

Sincerely,

A handwritten signature in black ink that reads "Kay A. Toomey, PhD". The signature is written in a cursive style.

Dr. Kay A. Toomey and Staff

Conference Requirements, Agenda and Speaking fees outlined in the following document are subject to change without notice. Final requirements, agenda and speaking fees to be reflected in the contract submitted by Toomey & Associates, Inc. to the Co-Host, once the Co-Host reserves and confirms the conference dates.



5-Day Main SOS Approach to Feeding Conference *When Children Won't Eat: Picky Eaters vs. Problems Feeders*

Assessment and Treatment Using the SOS Approach to Feeding

Schedule/Agenda = MONTH, DATES, YEAR

2 Days = the first 2 days have been pre-recorded and the Conference Registrants complete these days on their own time BEFORE attending the in-person part of the Training

3 Days = 8am to 5pm for Days 1 & 2, and 8am to 3pm on Day 3

Co-Hosting Agency/Site Responsibilities when no venue is provided by the Co-Host:

1. Provision of Volunteers at the Training Conference: **Co-Host** to provide a Primary Volunteer to be in charge of all of the Co-Host's Volunteers, and 4-10 other Volunteers to assist with registration, collection and packaging of the Demonstration Foods, ordering and collecting Speaker's lunches, managing general Conference tasks and any difficulties related to the conference room, catering, handouts, AV equipment, etc.
 - a. The Primary Volunteer can be a Co-Host administrative staff person who is not attending the Conference. However, they are required to be onsite to assist with morning set-up from 7am to 9am and at the end of the day to assist with clean-up/break down from 4pm to 6pm Days 1-2 and on Day 3 from 7am to 9am and 2pm to 4pm. This person needs to be quickly available by phone or pager in between these times, and be able to return to the conference room as needed.

2. State Licensing Requirements: **Co-Host** is **required to notifying the Host 9 months prior to the event of the Co-Host's State Licensing or other CEU requirements** for SLP, OT, Dieticians, Psychologies, etc. in order for the Host to evaluate requirements, prepare and communicate with the attendees.

3. Liaison Between Host and possible Venues, Hotels, AV companies, Caterers and/or Printers:
 - a. Venue and/or Hotel – during the venue selection process, **Co-Host** may be asked to recommend and/or visit 1-3 possible sites to assist the Host in making a final decision. If the Venue is not at a Hotel, the Co-Host may be asked for recommendations for lodging.

- b. AV and/or Catering – if the Venue does not have it's own AV and/or Catering, **Co-Host** may be asked for recommendations for who the Host should consider to work with.
 - c. Printing – the **Co-Host** may be asked to pick up or accept delivery of the printed materials for the conference.
4. Event Promotion Assistance: **Co-Host** to assist in promoting the conference by:
- a. Adding event information and registration instructions on the **Co-Host's** website and social media including Facebook, LinkedIn, etc.
 - b. Assist Toomey & Associates, Inc.'s Conference Manager in identifying and gathering contact information for other areas to promote the event. (List of hospitals with feeding programs, local Easter Seals chapters, all Early Intervention organizations etc.).
5. Provision of Therapeutic Practice Foods: **Co-Host** is expected to purchase and prepare the demonstration foods needed for the workshop. They will then submit a store receipt to Toomey & Associates, Inc. to get reimbursed for the cost of the food (Est \$75-\$100 depending on number of attendees).

In exchange for providing the Volunteers to staff the Conference and the Demonstration Foods, the Co-Host will receive the following BENEFITS:

1. Complimentary Registrations:
- a. 4 **free** registrations for first 100 registered and paid attendees;
 - b. 1 additional **free** registration for every additional 30 registered and paid seats up to a maximum of 6 additional free seats.
- = a minimum of 4 FREE seats to the Co-Host is possible, up to a maximum of 10 FREE seats.**
- c. **AND** 5 discounted seats by 50% as long as 100 participants have registered and paid for the conference.

= a minimum of 9 free or discounted seats to the Co-Host, with up to a possible TOTAL of 15 free or discounted seats.

2. Parent Night: Co-Host will have the option of working with the Host to provide a Parent/Caregiver Workshop (2 hours) for the families of the children they work with. This Workshop would be offered either for:
- a. Free – to the families with the Co-Host paying for refreshments and Demonstration Foods for the Workshop, OR

- b. For a Small Fee – to the families to pay for refreshments and Demonstration Foods (the Co-Host would be expected to purchase and prepare the foods, then submit a store receipt for the food for reimbursement to Toomey & Associates, Inc.).
3. Publicity: The Co-Host's Business Logo will be a part of all publicity for the Conference, including on the SOS website.

HOST RESPONSIBILITIES: (see also Co-Host's responsibilities included below)

Dr. Toomey and her Team will present the conference: **When Children Won't Eat: Picky Eaters versus Problem Feeders. Assessment and Treatment Using the SOS Approach to Feeding** using a PowerPoint format. There will also be handouts and live audience participation exercises.

Marketing, Expenses, Conference Materials, Continuing Education Credits:

1. Arrangement and payment of conference site: **Host** to provide conference site to seat all attendees comfortably, preferably in a lecture hall or classroom style seating arrangement with desks or tables for the participants to write on. **Co-Host** may be asked to be a liaison between the Host and the Conference Facility Manager to view meeting site and ensure facility is appropriate for the conference.
2. Travel expenses: **Host** to pay all travel related expenses for the Speakers.
3. Conference Promotion: **Host** to create an electronic brochure and a website presence to promote the conference. **Host** to advertise the conference through email, website and social networks. **Co-Host** asked to promote the conference on their website. **Host** will provide primary mailing list and **Co-Host** will provide supplemental mailing list with their contacts as well as contacts in the surrounding area. The **Co-Host** may be called on to assist in the implementation of the marketing promotions.
4. Conference Forms and CEUs: **Host** will make all arrangements. **Co-Host** will be asked if their state has any special additional requirements for CEU's for Speech Pathologists or Occupational Therapists.
5. Conference Handouts: **Host** to provide Xeroxing all Handouts for the conference; one copy of each handout per participant, plus one copy for the Speakers. **Co-Host** to act as a liaison between the local printer and Toomey & Associates to ensure materials are printed correctly and accept shipped box of handouts from the printer if needed.
6. Provision of refreshments: **Host** to provide refreshments in the morning as well as during the two 15 minute breaks during the day. Coffee, tea, water, along with food snacks for each break (examples - fruit and trail mix). Lunch will not be provided. **Co-Host** to act as a liaison between

the local or onsite caterer and **Host** to ensure refreshments are available and provided by the correct time.

7. **Host** to provide computers for the Speakers and the Conference Presentation.
8. **Host** Speakers will arrive one hour early (prior to the start of Registration) to assist with setting up the Conference and AV interface with the Presentation Computer. They will arrive ½ hour early on the other days (prior to the Conference start time). **Co-Host** is asked to provide transportation for the Speakers on Day 1 to avoid any issues with locating the Conference Venue.
9. **Host** will provide one Conference Staff to arrive the day before Day 1 of the Conference to assist with set up. This Staff will stay at least through mid-afternoon on Day 1 to assure the Volunteers are trained and the Conference is running smoothly.
10. Toomey & Associates, Inc. Conference Manager will be available at (720) 672-1143 for conference communication. Dr. Toomey will be available via cell phone at (303) 522-4455 during the Conference.