



SOS Approach to Feeding Hybrid Training Course (5 Days)

Co-Host Overview **when the Co-Host provides a Facility**

Thank you for your interest in Co-Hosting the SOS Approach to Feeding Training Course: **SOS Approach to Feeding: Assessment and Treatment of Pediatric Feeding Challenges.**

The **5-Day Hybrid Training Course** (9 hours online pre-recorded and 3.75 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 SOS Training Course 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 Training Course includes didactic materials in a PowerPoint format, along with video review of children's eating difficulties and direct participation of attendees in eating, breathing and posture exercises (example Agenda provided upon request), as well as group practice of the SOS treatment strategies.

In order to help you make the best-informed decision about Co-Hosting an SOS Training Course, 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 Training 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 Course. 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, flowing style.

Dr. Kay A. Toomey and Staff

Course Requirements, Agenda and Benefits outlined in the following document are subject to change without notice. Final requirements, agenda and benefits to be reflected in the contract submitted by Toomey & Associates, Inc. to the Co-Host, once the Co-Host reserves and confirms the Training Course dates.



5-Day Hybrid SOS Approach to Feeding Training Course

SOS Approach to Feeding: Assessment and Treatment of Pediatric Feeding Challenges

Schedule/Agenda 2028

1 Day = the first 9 hours of the Training Course has been pre-recorded and the Training Course Registrants must complete this segment on their own time BEFORE attending the in-person part of the Training

3.75 Days = In-Person Attendance from 8:00am to 5:00pm for Days 1-3, and 8:00am to 3:15pm on Day 4 (Subject to change)

Co-Hosting Agency/Site Responsibilities when the Co-Host provides the Venue:

1. **Arrangement (and payment) of Training Course site.** **Co-Host** to provide a Training Course site large enough to comfortably seat a minimum of 120-300 participants, in a lecture hall or classroom style seating arrangement with desks or tables for the participants to write on (no round tables).
 - a. In addition, the site must be arranged to be open from at least 6:30am to 5:30pm (Days 1-3), and 6:30am to 4:00pm (Day 4). **This Training Course will be presented from 8:00am to 5:00pm on Day 1, 2 & 3 and 8:00am to 3:15pm on Day 4.**
2. **Audiovisual Equipment:** The Facility belonging to the **Co-Host** should already have the Audiovisual Equipment as a part of the Site being provided. However, the **Co-Host** can arrange for separate payment by Toomey & Associates, Inc. if the Site does not have its' own AV equipment IF this has been discussed in advance with the **Host** (and clarified in the **Co-Host** Contract). **Co-Host** would provide names of AV companies appropriate to contract with for the Training Course.
3. **Provision of Primary Co-Host Organizer and Volunteers:** **Co-Host** to provide a **Primary Co-Host Organizer** who will act as the main liaison between the **Co-Host's** business and Toomey & Associates, Inc., and 3-6 other Volunteers to assist with registration, purchasing and packaging of the Demonstration Foods, pick-up of Speaker's lunches, managing general Training Course tasks (e.g. passing out materials, helping with lights) and any difficulties related to the Training Course room, catering, handouts, AV equipment, etc. The **Primary Co-Host Organizer** will be responsible for assisting with the Venue, AV and Catering search if needed, with the publicity, and with arranging for the on-site Volunteers.

The **Primary Co-Host Organizer** will also oversee the purchasing and preparation of the Demonstration Foods for the Course. **Co-Host** will also provide Volunteers from their organization to assist in the on-site logistical needs of the Training Course (see details below). Please be aware and

notify all Volunteers attending the Training Course that they may be required to step out of the Course periodically to carry out their responsibilities.

4. State Licensing Requirements: **Co-Host** is **required to notify the Host 9 months prior to the event of the Co-Host's State Licensing or other State CEU requirements** for SLP, OT, Dietitians, Psychologists, etc. in order for the **Host** to evaluate requirements, prepare and communicate with the attendees.
5. Liaison Between Host and possible Hotels, Caterers and/or Printers:
 - a. Hotel – **Co-Host** will be asked for recommendations for lodging for the Speakers/out-of-town registrants and may be asked to visit 1-2 possible hotels if necessary.
 - b. Catering – if the **Co-Host's** facility does not have its own Catering, **Co-Host** will be asked for recommendations for who the **Host** should work with.
 - i. IF the **Co-Host's** facility does have its own AV and Catering, **Co-Host** will be asked to act as a liaison and to help the **Host** set up any contracts needed for Catering services for the course.
 - c. Printing – the **Co-Host** will be asked to pick up or accept delivery of the printed materials for the course.
6. Event Promotion Assistance: **Co-Host** to assist in promoting the course 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 Training Course 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.).
 - c. Emailing **Co-Host** contact list to invite them to attend the Training Course
7. Provision of Therapeutic Practice Foods: **Co-Host** is expected to purchase and prepare the demonstration foods needed for the Training Course. They will then submit a store receipt to Toomey & Associates, Inc. to get reimbursed for the cost of the food (Est. \$100-\$150 depending on number of attendees).
 - a. The leftover food purchased for the Training Course Demonstration Exercises will be given to the **Co-Host** for their Clinic and/or to be used for the Parent/Caregiver Workshop if the **Co-Host** decides to host this evening Workshop (see Item #3 below).

In exchange for providing the Volunteers to staff the Training Course and the Facility/AV/Demonstration Foods, the Co-Host will receive the following benefits:

1. Complimentary Registrations:
 - a. 5 **free** registrations for first 100 registered and paid attendees;
 - b. **AND** 5 seats discounted by 50% off the full-price registration fee as long as 100 participants have registered and paid for the course;
 - c. **AND** 5 seats discounted by 25% off the full-price registration fee as long as 100 participants have registered and paid for the course.

TOTAL = 15 free or discounted seats

*The free seats are expected to be given to the professionals who will be acting as the Volunteers helping with the Training Course logistics. If the **Primary Co-Host Organizer** is an administrative staff person from the **Co-Host** organization who will not be attending the Training Course (and only present during the times required to discharge their volunteer responsibilities), then that free seat could be assigned to a different **Co-Host** staff person who will be attending the Training Course.

2. Advanced Workshops: The **Co-Host** will also be given 15 **free passes** for their SOS Trained staff to attend any SOS Advanced Workshop of their choice as long as 100 participants have registered and paid for the Training Course (not including those who are employed by the **Co-Host**).
3. 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.).
4. Publicity: The **Co-Host's** Business Logo will be a part of all publicity for the Training Course, including on the SOS website.

HOST RESPONSIBILITIES (Toomey & Associates, Inc.):

Dr. Toomey and her Team will present the Training Course, **SOS Approach to Feeding: Assessment and Treatment of Pediatric Feeding Challenges**, using a PowerPoint format. There will also be handouts and live audience participation exercises.

Marketing, Expenses, Training Course Materials, Continuing Education Credits:

1. Travel expenses: **Host** to pay all travel related expenses for the Speakers
2. Training Course Promotion: **Host** to create an electronic brochure and a website presence to promote the Training Course. **Host** to advertise the Training Course through email, website and social networks. **Co-Host** asked to promote the Training Course on their website and social media. **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** will also send invitations to their contact list using a **Host** provided template. The **Co-Host** may be called on to assist in the implementation of the marketing promotions.
3. Training Course Forms and CEUs: **Host** will make all national CEU arrangements. **Host** will maintain good standing and abide by the CEU provider rules with ASHA, AOTA and CDR in order to pay for and provide CEU credits to professionals belonging to those organizations. **Co-Host** will be asked if their state has any special additional requirements for CEUs for Speech Pathologists, Occupational Therapists, or Dietitians. **Co-Host** will provide the appropriate contacts if their state has special other requirements for continuing education hours.

4. Training Course Handouts: **Host** to provide Xeroxing all Handouts for the Training Course; 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, Inc. to ensure materials are printed correctly and accept shipped boxes of handouts from the printer if needed.
5. 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.
6. **Host** to provide computers for the Speakers and the Training Course Presentation.
7. **Host** Speakers will arrive one hour early (prior to the start of Registration) to assist with setting up the Training Course and AV interface with the Presentation Computer. They will arrive ½ hour early on the other days (prior to the Training Course registration desk opening time). **Co-Host** will be asked to provide transportation for the Speakers on Day 1 to avoid any issues with locating the Training Course Venue.
8. **Host** will provide one Training Course management staff for the Training Course to assist with set up and running of each day of the Training Course. This Staff will train the Volunteers and act as their supervisor throughout the Training Course to assure the program runs smoothly.
9. Toomey & Associates, Inc. Training Course Staff will be available at (720) 672-1143 for Training Course communication. Dr. Toomey will be available via cell phone at (303) 522-4455 during the Training Course as well.