

Planning Guidelines for CO-OP Workshops: Organization and Costs

Host organizers wishing to run a workshop are encouraged to contact the certified instructor of their choice to set up a workshop. A list of certified instructors, by country, is available on the CO-OP Academy website <http://co-opacademy.ca/>. Host organizers may also contact the Academy directly at coop.interacademy2@gmail.com.

The organization of a workshop and all associated costs of running a workshop are borne entirely by the host organizer. Neither the Academy nor the CO-OP instructor(s) leading the workshop get involved with any of the organizational details or expenses, other than the fees and expenses due to the instructor(s) for leading the workshop. Those wishing to organize a workshop are encouraged to start planning with the instructor well in advance of the desired date to work out timing and details such as room setup, equipment requirements, student/instructor ratios, instructor fees and expenses.

Generally, the room's setup should accommodate table top work, small group discussions, and larger gross motor activities. The equipment required includes a PowerPoint presentation, a projector with audio capabilities, a flip chart, dot stickers, walls where materials can be pasted, a white (or chalk) board, and appropriate writing instruments. The student/instructor ratio, designed to allow for ample feedback, is recommended to be **15:1**. Up to 25 students may be accommodated by a single instructor **under special circumstances** with the explicit agreement of the instructor(s).

While fees and expenses vary, the following may serve as a general guide. (*NOTE: Specifics must be negotiated between the instructor(s) and the host organizer.*) The general fee for the 2-day workshop is CAD\$3000/instructor (CAD\$1500/day), plus all travel expenses (including internet access at the hotel and a per diem). If more than one instructor is requested/required, the fee can be negotiated. One approach is to pay the basic fee of CAD\$3000 for the first 15 participants, and then CAD\$100 for each additional participant (so CAD\$3500 if there are 20 people, CAD\$4500 if there are 30 people, and so on). Where available, an alternative to two or more instructors is to have local CO-OP therapists act as course assistants; individuals who provide feedback during course exercises but do not necessarily instruct. The fee for these individuals is negotiated on a case by case basis.

Travel expenses generally include hotel stay the night before the event, the nights during, and the night after (depending on travel schedules) at a good quality hotel, which the host organizer would arrange and pay for directly.

Other expenses include a per diem to cover meals, etc., which is preferred as it is cumbersome to reimburse meals over email using receipts, post hoc. Generally, the host organizer's agency's per diem is acceptable. In the absence of agency guidelines, if no meals are directly provided/paid for by the host organizer, the recommended per diem is CAD\$95/day. If some meals are provided, the rate for the **meals not provided** are: CAD\$18 for breakfast; CAD\$27 for lunch; CAD\$45 for dinner. If all meals are provided/paid for, CAN\$10/day will be charged for incidentals.

The host organizer will receive an invoice, post hoc, that accounts for all expenses and fees not paid for directly by the host organizer. All invoices are to be paid within 30 days of receipt. If the workshop is in a foreign country, it is strongly recommended that the host organizer have partial payment available in cash, upon arrival, to mitigate the inconvenience of converting Canadian Dollars to local currency to subsidize on-location spending.