



How to Host an Approved Kinesio Taping® Workshop

Thank you for your interest in hosting a Kinesio Taping® Workshop.

Let Kinesio University coordinate the workshop for you as an Official KINESIO UNIVERSITY Workshop

KINESIO UNIVERSITY will:

- Coordinate the workshop and you will assist us as the host facility
- Market the workshop, absorb all costs and collect all revenue

Your responsibilities will be to:

- Provide workshop space to accommodate a minimum of 15 attendees in a classroom style setting (i.e., attendees will need to be seated at tables). There should also be room for lab sessions.
- Provide morning and afternoon refreshments (we reimburse the actual cost *up to* \$5.00 per attendee per day)
- Provide necessary A/V equipment

In return for the above, you will receive TWO (2) free full registrations for your facility after 10 paid registrations. These attendees do not have to all be from your facility, but you will receive a discount for your additional attending staff. (See *OFFICIAL KINESIO UNIVERSITY WORKSHOP PRICING* for details).

In order to allow ample time for marketing and promotion, we recommend you choose a workshop date at least two (2) months from the time you submit the completed *The Official KINESIO UNIVERSITY Workshop Agreement*.

My Pleasure,

Jessica N. Campbell

Kinesio University Seminar Development Assistant

jcampbell@kinesiotaping.com

Phone: 888-320-8273 or 505-433-5119 ext. 121

Fax: 866-620-1276

4001 Masthead Street NE

Albuquerque, NM 87109

www.KinesioTaping.com



Official Kinesio Taping® CKTT Workshop Timeline

Official CKTT Workshop Timeline	
Deadline	Action
3-4 months in advance	<ul style="list-style-type: none"> - Submit completed Official KINESIO UNIVERSITY CKTT Workshop Agreement to Seminar Development Assistant.
3-4 months in advance	<ul style="list-style-type: none"> - Seminar Development Assistant will check for conflict and either approve the application, and assign an Instructor or suggest alternative dates. - Seminar Development Assistant will post your workshop to the Kinesio Website and provide you with all CKTT documents.
Throughout the workshop process	<ul style="list-style-type: none"> - Check your email and voicemail regularly and respond to communications from Seminar Development Assistant.
Upon arrival of materials	<ul style="list-style-type: none"> - Inspect all workshop materials for accuracy and return completed material verification form to Seminar Development Assistant.
Prior to the seminar	<ul style="list-style-type: none"> - Speak with your CKTP/CKTI regarding AV equipment, room set up, seminar documents, and other host responsibilities to help ensure a successful seminar. - Provide refreshments for attendees - Kinesio University will reimburse actual cost up to \$5/day per attendee. - Post signs (if necessary) to help attendees find the room the workshop will be held in.
Immediately following the workshop	<ul style="list-style-type: none"> - Submit all receipts via email or fax only to Seminar Development Assistant for reimbursement within two weeks of the workshop date. - Submit completed documents to Seminar Development Assistant within 3 days after the workshop. <ul style="list-style-type: none"> o Sign In/Out Sheets o Release of Liability Form & Signature Page o Conditions & Limitations Forms (only if applicable) o Instructor Evaluation



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Official Kinesio University Workshop Agreement

1. Facility Name, Complete Physical Address, and Day Time Phone Number:

2. Facility Shipping/Mailing Address (if different than above):

3. Contact Person (name, complete address, daytime & AFTER HOURS phone number, fax number, email address):

4. Number of attendees your facility can accommodate in even numbers only (see *Sample Ideal Room Layout for Kinesio Taping® Workshops* for more information): _____

5. Number of staff from your facility that will attend: _____

6. Target population: _____

7. Workshop date(s):

Type	Title	Date(s)	Time(s)
Level One	Basic Training (2 hours)		
Level Two	Advanced Training (4 hours)		

8. Kinesio University™ will choose the Instructor closest to the facility. If you request your own Instructor, you will be responsible for any travel expenses:

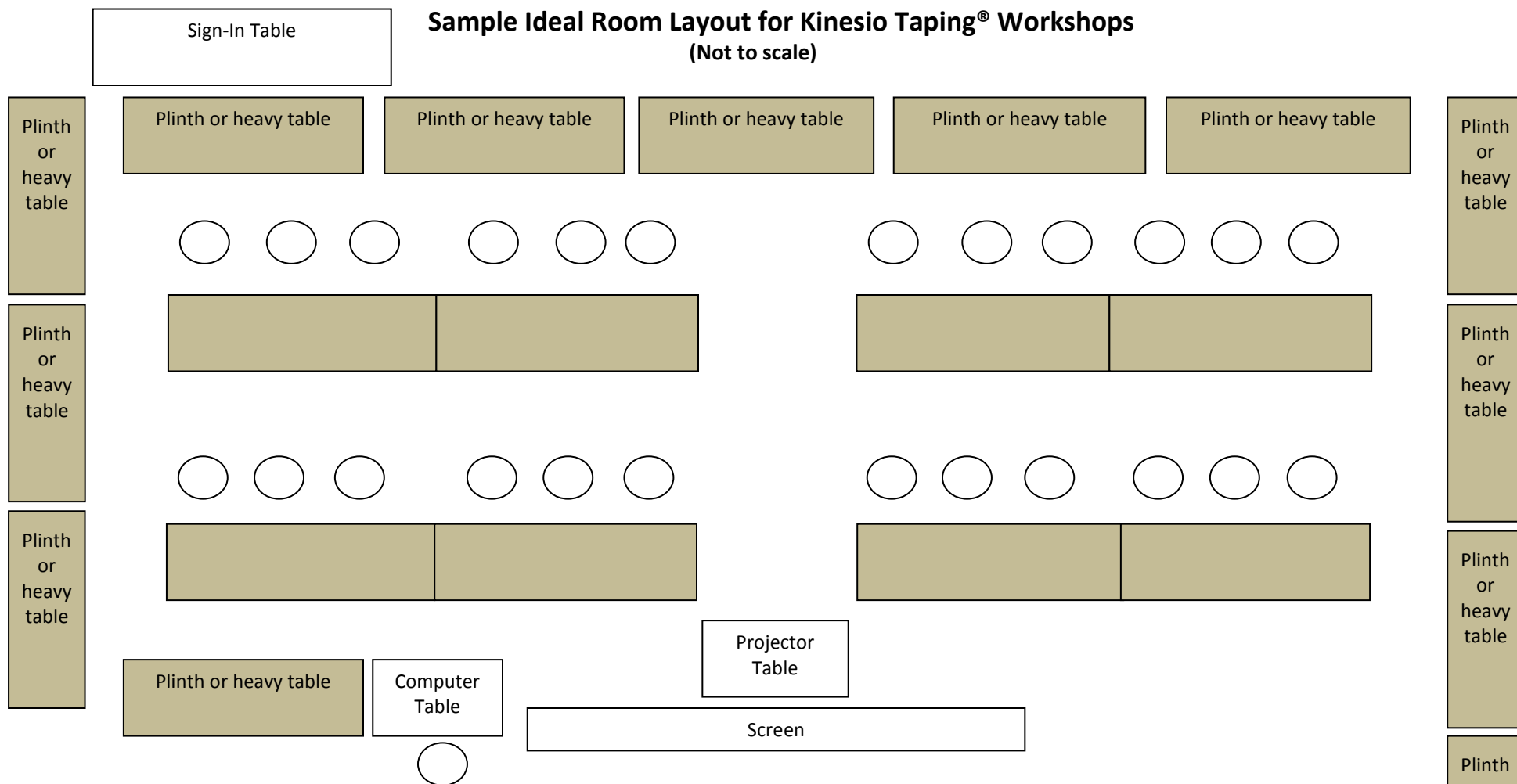
9. Additional comments:



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Sample Ideal Room Layout for Kinesio Taping® Workshops (Not to scale)



Tables on the sides of the room should be plinths or heavy tables; much of the lab will be done with the attendees standing or sitting but for some applications, the attendees will need to lie down. If you are providing tables, please have mats, towels, or blankets to lie on top of the tables. If you do not have plinths or extra tables, then you should at least have adequate floor space and provide mats. There should be two attendees per plinth/table. This room layout is setup for 24 attendees. However, your room may be able to accommodate more attendees than that. Remember, this is the ideal layout; we know few facilities will be able to set up the room exactly like this, but it should come close.