

Information for Hosting a CPteaching Course

Thank you for expressing an interest in hosting a CPteaching course. Hosting a course is easy and for your assistance we offer your organisation free course registration(s) if the minimum number of participants register for the course (see table below). We simply require assistance with:

- Advertising the course via email, social media and organisational websites (if available).
- Locating a suitable venue
- Locating a local printer
- Quotations and liaison with a local catering company
- Sourcing local suppliers and/or sponsors for materials (**casting and splinting courses only**)

CPteaching takes care of the rest. This includes registration, payment, printing, name tags, flights, travel and accommodation for teachers. As a result, there is no financial risk to you or your organisation.

Course numbers

The minimum and maximum numbers required for a course depends on the specific CPteaching course. The table below provides further details.

Course title	Minimum number	Maximum number	Free registrations if minimum achieved
Functional hand use in hemiplegia	15	25	2
Upper limb casting	16	16	1
Upper limb Botulinum toxin-A	20	30	2
Upper limb splinting	15	15	1
Advanced bimanual upper limb therapy	12	16	1

Course advertising

Most countries have email groups or "listserves" with paediatric occupational therapy and/or physiotherapy membership. For all previous courses these lists have served as the only advertising required to achieve the minimum numbers required for a course.

Course venue requirements

The venue preferably needs to be "classroom style" with access to a projector and sound. Classroom style includes rows of seats and desks rather than a lecture theatre or round tables. CPteaching will bring a laptop. There are no other technical or teaching requirements.

Course catering requirements

For all courses catering will be required for morning tea, lunch and afternoon tea on the teaching days. Lunch should include foods such as sandwiches, wraps and rolls. It is preferable not to have hot/warm foods unless the venue has facilities to keep food warm. CPteaching will communicate any dietary requirements for participants with the caterer once registration has closed.

Course manual

CPteaching will provide all manuals and printing materials for each course.

We should emphasise that hosting a CPteaching course should not be considered as an option to generate income but a professional development opportunity for your organisation and local therapists. The funds generated by CPteaching go directly back into developing more CPteaching courses and expanding the curriculum to cover areas important to clinical practice.