

Thank you for hosting an Academy of Pelvic Health Physical Therapy course. This guide outlines the responsibilities, timelines, and best practices for on-site coordinators to ensure a smooth and successful course experience. It includes step-by-step instructions for preparing your facility, coordinating with faculty and staff, managing supplies and shipments, setting up the classroom, and completing post-course tasks.

Please review these guidelines carefully and refer back to them throughout your hosting process to help the course run efficiently and uphold the Academy's standards for course quality and participant experience.

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Host Coordinator Responsibilities

The On-Site Host Coordinator is designated by the course Host and serves as the primary point of contact for the Academy staff and faculty before, during, and after the course. This individual is responsible for all course logistics, including reserving meeting and lab spaces, procuring supplies, arranging food and beverage refreshments, managing classroom and lab setup, and overseeing participant check-in.

A. Accessibility & Communications

The coordinator must be on-site throughout each day of the course to troubleshoot and ensure smooth operations. The coordinator should be an influential “go-to” person within the host facility who can facilitate timely decisions and problem-solving. Instructors and the Academy must be able to communicate with the coordinator at all times. The coordinator should remain accessible via cell phone during the course and by email before and after the event.

B. Academy Swag Box Storage

At the start of each year, the Academy ships a Swag Box to all confirmed course hosts. This box includes name badge stickers and branded swag items for distribution to course participants. The Swag Box may arrive well in advance of your scheduled course, so please store it in a safe and accessible location until the course date.

C. 1-3+ Months Before Course

Confirm Meeting Space, Plinths, and AV Setup

Book the meeting space for the course with sufficient space for 30-40 participants and 15-20 plinths. The capacity needed is contingent on the contract the Host signed. Reserve the needed AV equipment. Since our courses occur on weekends, we highly recommend ensuring that the AC/Heating will be running. Make sure there is an AV/IT contact available on the day of the course for troubleshooting.

Review Supply List and Order Supplies

Carefully review the Supply Manifest ([See Appendix B. Supply Manifests](#)) to identify items you must order or obtain from your facility. The list specifies what the Host is expected to provide and includes a column indicating which items are reimbursable. The Academy will reimburse **up to \$200 for eligible lab supplies**; all other supplies and equipment must be provided by the Host. At the end of the Supply List, you will note which sponsored items you can expect to receive by mail from the Academy or directly from the Sponsor.

Redeem Your Complimentary Registration Spots (“Comp Spots”)

In exchange for hosting, the Host receives one or two complimentary registrations for the course, based on total attendance. The Academy will provide a discount code that the Host may share with selected staff to register **at least one month before the course**. Complimentary seats must be registered no later than one month before the course start date. **Any unclaimed spots after this deadline will be released by the Academy for general registration.** These complimentary registrations are non-transferable to other Academy courses and must be used for the hosted course within the same calendar year.

Number of Complimentary Spots

- 1st complimentary registration – awarded once total registration reaches 10 attendees
- 2nd complimentary registration – awarded once total registration reaches 20 attendees

Eligibility

Comp spot registrants must be licensed Physical Therapists (PTs), Physical Therapist Assistants (PTAs), or Student Physical Therapists (SPTs) **who meet the eligibility criteria and have met all the prerequisites for the course**, including completion of any prerequisite webinar courses required.

Responsibilities of Comp Registrants

At the Host's discretion, recipients of the complimentary registration(s) may be asked by the Host Coordinator to assist with course preparation, setup, and breakdown activities.

D. 2 Weeks Before the Course

Connect with Faculty via Email

Two weeks before the course, you will receive an email with the Academy Faculty and Staff CC'd. While we hope the Host Guidelines provide sufficient information to help you prepare, this will be your chance to ask any follow-up questions regarding the classroom setup or share anything our team needs to know about your host facility in preparation for the course. This is your chance to also arrange an optional faculty site visit the day before the course.

AC & Heating

Some facilities turn AC/Heating off on weekends. Contact your facility's building engineer to confirm that heating and air conditioning will remain operational over the weekend.

Bathroom Housekeeping

Request that restrooms are well-stocked with paper towels, toilet paper, and hand soap for the duration of the course. Some facilities do not provide housekeeping services on weekends, which can lead to shortages of restroom supplies.

Prepare For Any Special Accommodation Requests

When a course participant submits a special accommodation request, you will receive an email notification from the Academy with the details of their request. We encourage you to proactively prepare for these situations in advance, as not all participants disclose their accommodation needs ahead of time. Examples of common requests include:

- Access to a private space for pumping
- Access to a refrigerator for storing breast milk
- Access to a refrigerator for participants to store diet-specific meals

E. Week of the Course

Receive & Take Inventory of Shipments

Check for any received course shipments, take inventory of all items, and cross-reference them with the Supply Manifest ([See Appendix B. Supply Manifests](#)). Check for specific shipping tracking numbers in your email inbox. As items get shipped, you will receive an automated notification.

Grocery Shopping for F&B Refreshments

Purchase morning and afternoon snacks, beverages, and any remaining course supplies ([See D. Food & Beverage Recommendations](#)). Food and beverage expenses are reimbursable up to **\$9 per person per day**. The total number of people should include all the course participants, faculty, and the host coordinator.

Classroom Setup

- We recommend that you review classroom setup photos to ensure you set up the classroom as instructed and depicted ([See A. Classroom Setup Photos](#)).
- There must be adequate lighting, suitable acoustics, ventilation, temperature control, presentation capabilities, and flexible seating with enough room between tables and chairs for easy movement.
- Print and post **Do Not Disturb** signs on doors/walls to ensure privacy.
- Print and post the Wi-Fi code in visible locations (registration table, walls, or other visible locations).
- For courses that require internal pelvic exams or any state of undress, cover any windows with curtains or sheets for privacy. If there are security cameras in the classroom, ensure cameras are covered or turned off during the duration of the course.
- Ensure plinths and chairs are arranged in such a way that people can easily move around the room.
- Test the AV Projector, HDMI Equipment, Microphones, and Speakers to make sure they all work as faculty may have presentations and videos to play during the course.
- Secure extension cords and arrange them across the room for easy access. Typically, there are 5 outlets in a single extension cord.
- Make sure the projector screen is visible for all attendees without any barriers in the way.
- Set up any required tables:
 - Registration Table
 - Food & Beverage Refreshments Table
 - Lab Supplies Table
 - Exhibitor Table (if exhibitor will be present)

Take Photos of Classroom Setup for Host Training Purposes

If possible, please take a few photos of your classroom setup to inspire future course hosts. You may share them with us through the [Feedback Form](#) after the course.

Important Note for PH1 Labs and PH1 Combined Only

Thought Technology Myonyx Units and Tablets

Please make sure to charge all tablets and Myonyx units at least 1 day before the course.

F. Day of the Course

Arrive 45 Minutes Before the Course Start Time

- Welcome the faculty to the course and resolve any last-minute classroom arrangement adjustments.
- Ensure instructors have microphones and are all set AV-wise if requested.

Set Up Registration Table

Registration begins 30 minutes before the start of the course. You will need to be at the registration table for any early arrivals.

Please refer to the Time-Ordered Agenda ([See D. Course Time Ordered Agendas](#)) for your course's exact schedule, including registration time, morning and afternoon breaks, lunch period, and course end time.

- Welcome attendees to the course as they enter the classroom
- Distribute a written list or map of Nearby Restaurants within walking distance to the host site, since participants are on their own for lunch each day of the course.
- Be hospitable and courteous with attendees and faculty throughout the duration of the course.
- Have participants pick up a name badge sticker and have sharpies available for them to write their names on the stickers.
- Help distribute swag bags (if shipped), lab manuals, and other items as requested by the faculty
- Post the Wi-Fi code at the registration table

We recommend that you familiarize yourself with the [Academy's FAQs](#) should anyone ask you questions. If there is a question you are not able to answer, please feel free to reach out to one of the Faculty members or ask the participant to send an email to hello@aptapelvichealth.org for assistance.

Set Up the F&B Refreshments Table

Make sure that the breakfast snack/refreshments table is set up for the first morning break.

([See D. Food & Beverage Snack Recommendations](#))

Set Up the Lab Supplies and Sponsor Table

Help instructors set up the display table for sponsored display products (e.g. pelvic models, samples, brochures).

Introduce Yourself to the Class

Once everyone takes a seat for the course, introduce yourself and the overall layout of the facility, especially the bathrooms. Let participants know that the schedule will include a beverage break, snack, and a one-hour lunch break each day of the course. You can then pass it along to the faculty to introduce themselves.

Be Available to Faculty Throughout the Course

Please make sure you are accessible via cell phone during the course, should the faculty need assistance and help troubleshooting AV. If you have a designated IT contact, please share their contact details with faculty.

Take Photos for Marketing Purposes

You're also welcome to take photos during the course (ensuring all participants are fully dressed) and share them with us through the [Feedback Form](#) after the course. These photos may be used to highlight and promote the success of your facility in hosting this course for our members and community.

Check and Restock Bathrooms

Ensure that all nearby restrooms are stocked with sufficient toilet paper and paper towels if housekeeping is not available on the weekend.

End-of-Day Clean Up

Help the instructors clean the equipment used in the course. Place used linens into laundry bags, collect and dispose of trash. Conduct a spot check to ensure that none of the participants have left any belongings behind.

Submit Any Incident Reports

While extremely rare, incidents may occur at a course. Please complete this report within 24 hours of the incident, whenever you are aware of any property damage, facility issues, personal injury, or possibility of personal injury. This report may be filled out together with the Faculty.

[Academy Course Incident Report Form](#)

G. Day After the Course

Ship Leftover Manuals to the Academy

Pack any leftover lab manuals at the conclusion of the course to ship back to the Academy. Please remember to save your shipping receipt and upload it with your expense report for reimbursement.

Shipping Address

ATTN: APTA Pelvic Health
4650 Eisenhower Avenue, 1255
Alexandria, Virginia 22304

Give Away Branded Swag

Distribute any leftover branded Academy giveaways to your facility staff and/or students.

Please do not ship back any leftover swag to the Academy.

Black Crate of Thought Technology Equipment (Specific to PH1 Labs and PH1 Combined Courses)

This crate travels from course to course throughout the year. The Academy will need to get this crate shipped to another course. The Academy will supply you with a Shipping Label via email and will coordinate a pickup on Monday following the course.

Complete & Submit Your Expense Report Form

Within 7 days of the completion of the course, please scan your receipts and complete the electronic [Expense Report Form](#) so that the Academy can process your reimbursement. Here are the acceptable types of expenses to submit for reimbursement:

- Food & Beverage Refreshment grocery receipts
- Lab Supplies (up to \$200 worth of reimbursable items are indicated in the Supply Manifest)
- Printing fees (if the Academy requested you to print anything)

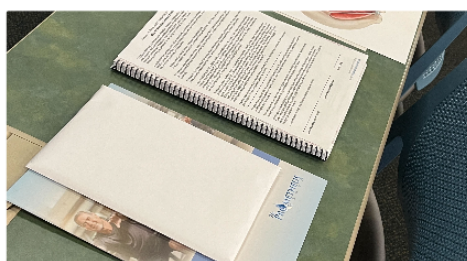
Provide Feedback & Submit Any Photos

The host coordinator may submit any helpful feedback to the Academy regarding their hosting experience at the [Feedback Form](#). You may also use this form to submit any photos you have taken during the course.

Appendix

A. Classroom Setup Photos

Additional photos of the setup can be viewed in our [Host Setup Gallery](#). These images have been submitted by course hosts and faculty to help orient future hosts.



B. Course Host Supply Manifests

Carefully review the Supply Manifest for your respective course to identify items you must order or obtain from your facility. The list specifies what the Host is expected to provide and includes a column indicating which items are reimbursable.

The Academy will reimburse up to \$200 for eligible lab supplies; all other supplies and equipment must be provided by the Host unless otherwise specified in the Supply Manifest.

At the end of the Supply List, you will note which sponsored items you can expect to receive by mail from the Academy or directly from a Sponsor.

2025 Supply Manifests

- [View Supply Manifest: PH1 Lab, PH2 Lab, PH1 Combined](#)
- [View Supply Manifest: OB AntePost Lab, OB Intra Lab](#)

2026 Supply Manifests

- [View Supply Manifest: PH1 Lab, PH2 Lab, PH1 Combined](#)
- [View Supply Manifest: OB AntePost Lab, OB Intra Lab](#)
- [View Supply Manifest: Pessary Management](#)
- [View Supply Manifest: Gynecologic Visceral Manipulation](#)
- [View Supply Manifest: Dryneedling Foundations](#)

C. Course Time Ordered Agendas

Carefully review the Time Ordered Agenda (TOAs) for your respective course you are hosting so that you are aware of registration start time, morning and afternoon break times, and lunch hours. Click below to access your respective course TOA. If any of the links are broken, please contact hello@aptapelvichealth.org for assistance.

- [View PH1 Lab TOA](#)
- [View PH2 Lab TOA](#)
- [View PH1 Combined TOA](#)
- [View OB AntePost Lab TOA](#)
- [View OB Intra Lab TOA](#)
- [View Pessary Management TOA](#)
- [View GVM TOA](#)
- [View Dry Needling Foundations TOA](#)

D. Food & Beverage Refreshment Recommendations

This recommended snack list accommodates gluten-free and paleo preferences and provides a healthy variety suitable for a class size of approximately **30 participants**. Please keep in mind your food and beverage expenditures, as the maximum reimbursable amount is **\$9 per person per day**, which includes participants, faculty, and the on-site course coordinator. We recommend purchasing individually wrapped or packaged snacks and refreshments rather than shared items (e.g., choose individually packaged yogurt cups instead of large tubs).

Beverages

- 4-6 coffee travelers from Starbucks/Panera (cups, creamers, sugar packets)
- 3-5 soda packs
- 3-4 water bottle packs

Carbohydrates

- 30-40 bagels (depending on the number of participants and faculty)
- 1 granola box or cereal toppings
- 20-30 small individual bags of chips

Vegetables

- 1-2 tubs of guacamole
- 3-5 tubs of hummus
- 2-3 bags of sugar snap peas and/or baby carrots
- 1-2 bags of cut-up bell peppers
- 5-7 tubs of cherry tomatoes

Dairy

- 1-2 cheese blocks
- 2-3 sets of yogurt cups

Protein

- 2-3 bags of hard-boiled eggs
- 2 party trays of salami/prosciutto
- 2 bags of nuts

Fruit

- 2-3 banana bunches
- 1-3 bags of apples
- 2 bags of grapes

Dessert

- 3 bags of chocolate squares

Miscellaneous

- 1 box of silverware (spoons, knives)
- 1 pack of napkins
- 1 roll of trash bags

E. Apply by June 1 to Host a Course Next Year

► [Apply Now](#)

We'd love to hear from you if you're interested in hosting! Don't miss the annual deadline—apply by **June 1** to be considered for next year's schedule! We will be reviewing applications from June to December and sending decisions. If you submit after the deadline, we may still review your application for future opportunities or on a case-by-case basis.

Receive Free Course Registrations: In exchange for hosting, you receive 1-2 complimentary registrations in the hosted course. You can assign these benefits to yourself, your resident (if you are based at a residency), one of your PT staff members or a 2nd year or 3rd year physical therapy student (if you are based at a university). All changes to our course curriculum occur through a rigorous, peer-review/consensus process to ensure the information instructed is up-to-date and evidence-based, meaning all lecture and lab modules are only accepted after thorough review and group consensus decision.

Increase Education Access: You will find that hosting increases the reach of our profession and provides increased access to education for physical therapy professionals. Hosting strengthens the quality of education at your facility or the training available.

On-Site Host Coordinator & Ability to Fulfill Host Duties: An on-site coordinator must be designated by the Host to oversee the planning and implementation of the course. Before the course, the coordinator will be the point of contact for Academy staff and Instructors. The host coordinator is responsible for the course logistics and operations, and should be on-site throughout each day of the course to troubleshoot and problem-solve. An influential “go-to” person within the host facility can make that happen. Instructors must be able to communicate among themselves and with the host coordinator at all times. The host coordinator should be accessible via cell phone (on-site) and email (before and after the course). The coordinator ensures all course material shipments arrive from the Academy office and may give a tour of the facility space to the faculty 1 day prior to the course. To successfully prepare to host the course, the host must carefully review our checklist.

Easy Access to/from Airport, Hotels, Restaurants: Easy access to transportation, airports, hotels, and places to eat around your location; preference is given to sites that are less than 1 hour away from the nearest airport and that are in walking distance to hotels. Approximately 50% of our course attendees travel out-of-state and will rely on hotel lodging throughout the duration of their stay in your city. When you complete the host application, you will be asked to provide a list of nearby airports/hotels/restaurants. We recommend for the on-site coordinator to print several copies of restaurant lists and have them available at the sign-in desk.

Meeting Space: Lecture and lab space to hold at least 30-40 students comfortably, with privacy necessary for Pelvic courses. Preference is given to hosts that can accommodate 40+ participants. Classrooms must have adequate lighting, suitable acoustics, ventilation, temperature control, presentation capabilities and flexible seating in order to expose students to the various types of room sets such as lecture and lab room with enough space to easily move around the tables and chairs. There is one 1-hour lunch break per day, one 15-minute morning break, and one 15-min afternoon break. It is best to set up morning/afternoon snacks either inside the classroom (if there is space) or in the foyer outside of the classroom. Exam tables for all PH and OB courses containing labs (1 exam table per 2 participants. i.e. For a class of 40, you will need 20 plinths with enough room to move around each table).