

Thank you for your interest in sponsoring Sandra Paulsen in your area. Sandra only works with experienced sponsors. Here are answers to Frequently Asked Questions (FAQs) about her workshops.

QUESTIONS	ANSWERS
FEES	\$3500 a day for two days (\$7000), or for four days it is (\$14,000). If this is not possible, I will accept 2750.00 per day plus 30% of any net over 30 enrollees and 50% of any net over 50 enrollees. \$2400 a day for any subsequent days requested for consultation or other activities.
EXPENSES	All reasonable travel expenses including:
GROUND	✓ transportation from Bainbridge Island by ferry to Seattle, and from Seattle to Seatac airport and back at the end of the trip. ✓ Transportation from the airport in your location to the hotel and venue.
MEALS	All meals beginning from departure date at Seatac airport through return to Seatac airport. Exception: if Sandra has extended her trip for leisure/other activities, those expenses are on her.
LODGING	For a two day workshop within one time zone distance away, three nights lodging is required. For further distance, four nights lodging is required for adjusting to time zone in order to be ready for an animated workshop.
MULTIPLE WORKSHOPS	If multiple workshops are requested, it will be necessary to schedule downtime for Sandra between the workshops. We can discuss how many days and what the options are for defraying costs, else the sponsor will pay for the meals and lodging of that downtime. If Sandra combines two or more sponsors' requests into a workshop tour, only the Seattle ground and meals are shared, and the booking travel agent will provide separate invoices for each sponsors share of the air fare.
DOCUMENTS	Sandra will provide these files digitally to the sponsor: ✓ Accreditation Document: with information EMDRIA and other agencies might need for providing CE credits. The sponsor will see to any needed CE applications and approvals and provide the certificates, and meet any requirements of the accrediting bodies including evaluations. Sandra will teach the workshops. The document will include also bio information that the sponsor can use to introduce Sandra at the workshop ✓ Handouts in .pdf digital format, which the sponsor can decide whether to print and distribute in the class or digitally distribute in advance to be "green," knowing that some will not read the email and will come without a printed handout. Workshops typically have one or two handouts. ✓ Workshop powerpoint files are Sandra's intellectual property and may not be submitted in .ppt format, only in .pdf format and no larger than 3 per page because there may be original artwork in the files.
TECHNICAL SUPPORT	The sponsor will ensure there is sufficient technical support to assist with set up before the workshop and to trouble shoot any problems that emerge during the workshop. Sandra is not a technician or engineer and is not a good choice for solving these problems, so the burden is on the sponsor to see to that eventuality.
EQUIPMENT	The sponsor will arrange ✓ projector

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	✓ screen ✓ HDMI adaptor to Sandra's laptop ✓ power strip and extension cord for Sandra to plug in both laptop and ipad. ✓ Speakers so that video can be amplified (not just a TV speaker)
TRANSPORT	The sponsor will ensure that Sandra is picked up from and delivered back to the hotel if the venue is at a different location, unless it extremely proximal.
PROTECTION	The sponsor will ensure that Sandra is protected from demands during morning and afternoon breaks and during lunch from participant questions and other demands.
BOOK SALES	If Sandra ships books for sale, the proceeds from sales go to Sandra, except that a person assists in the sale of the books they get a book at no charge.
PRACTICUM	If the workshop has a practicum, the sponsor will think about practicum space and the size of the group. If it is a large group, there should be discussion with Sandra about whether there is trained talent in the group to assist with the practicum facilitation.
GUEST	Sandra may have occasion to bring her husband on the trip. The sponsor will incur no responsibility for the Jim's costs. However, Jim may stay in lodging with me or ride in transportation with me.