

## **Sponsoring Real Midwifery Workshops** with **Lynn Arnold, LM, CPM**

Real Midwifery Workshops are designed to bring real skills and knowledge to your location. The list of workshops grows by request and they are constantly being updated. These workshops are MEAC approved for continuing education courses. Each is a unique learning opportunity for all levels of providers; physicians, certified nurse midwives, certified professional midwives, licensed midwives, midwifery students, doulas, and parents.

If you are interested in sponsoring any of these or others of your choice in your area, here are some guidelines you should know.

### **Before you commit to sponsoring a workshop**

1. Decide which workshops that you are interested in sponsoring.
2. Contact others in your region such as peer groups, regional midwifery groups, midwifery study groups, and doulas, to gather other potentially interested attendees.
3. Based on the number of interested attendees find the appropriate tentative location.
4. Decide what dates might serve your area best.
5. Contact Lynn via phone with the above-mentioned information to confirm class selections and available dates.

### **Once you have confirmed dates your work begins**

1. You should begin calling, emailing, advertizing and registering participants for the classes. If there are not enough **pre-paid** attendees 2 to 3 weeks prior to the scheduled date the workshops may be cancelled with 100% refund to registered attendees.
2. You will be provided with a registration flyer to distribute to prospective attendees. The attendee will complete the registration information and return a copy of the form with payment to you. If the attendee uses a credit card or Paypal for payment Lynn will copy you that information.
3. If your workshops are linked into a traveling series of workshops the minimum attendance may be adjusted on an individual basis and approved by Lynn.
4. You must reserve a suitable site for the workshops, such as midwifery offices, birth centers, real estate offices, law offices, churches, or larger homes. The

site should have adequate parking, kitchen type area (food, clean up), restroom, and space as designated for workshops requested.

5. A 'sponsor's payment' will be at least one free workshop. Additional payment may be negotiated depending on attendance and number of workshops scheduled.
6. No scholarships, discounts or financial arrangements may be given without prior approval including anyone who might be considered as your designated helpers.
7. Workshop fees are as stated in overviews, should you need to add other costs for a site or organizational donations please advise Lynn, then you may charge more as long as minimum attendance is achieved.
8. In some cases you may be asked to aide in the securing a ride for Lynn's arrival and affordable suggestions for her lodging.
9. Lynn will be counting on you, or your designee, to be her liaison during this time, which may include receiving items being delivered, transportation, set up, restocking of supplies, unloading and reloading of supplies.
10. Lynn will generally arrive the day before the scheduled workshops. It is important that the workshop space be available for a viewing and possible set up at that time depending on security.

### **As the scheduled workshop approaches**

11. At 2 - 3 weeks prior to the workshop, you and Lynn will reevaluate registrations for attendance requirements.
12. If possible you will give weekly updates to Lynn on registrations, fees collected, ongoing preparations for space, water, food, snacks, possible signs for directions, restaurants, hotels, general questions (email or phone).
13. Day before you will make arrangements to meet with Lynn at the site, assist in possible set up.
14. Day of the workshop, you need to arrive 45 minutes prior to the workshop to assist in last minute setups, and greet attendees. At the workshop end you will assist in collecting class materials, evaluations, distributing certificates, assist in breaking down class area, clean up, and re packing of equipment.

### Please Note

Each workshop has different requirements for class occupancy and space, exceptions can be made but must be approved prior to booking. Please see individual workshops for attendee requirements.

Workshop Title	Participants min - max	Extras Needed
Art & Science of Breech	8 - 15	general comfortable seating table for demonstration
Charting Realities for Midwives Charting Made Simple	8 - 15	general comfortable seating
In's & Out's of Venipuncture IV Certification & Blood Draws	8 - 10	tables, chairs, good lighting (24 to 30 inches per person)
Intrapartum Fetal Surveillance for Midwives	8 - 15	general comfortable seating
Newborn Examination For Midwives	8 - 15	general comfortable seating
'Stuck' on Dystocia	8 - 15	general comfortable seating
Suturing in A Real Midwifery Practice Part 1	8 - 10	tables, chairs, good lighting (24 to 30 inches per person)
Suturing in A Real Midwifery Practice Part 2 - 3 <sup>rd</sup> & 4 <sup>th</sup> Degree Repair	8 - 10	tables, chairs, good lighting (24 to 30 inches per person)
Midwifery Skills Verification NARM Application Signing	3 - 6	general comfortable seating (live model & equipment)
<b>Note</b> Workshop minimums may be flexible depending on the number of workshops scheduled and/or traveling series.		
<b><i>All workshops are taught with models, visual aids, projectors and screens.            These items need space, tables, and electricity available.</i></b>		

**If you have any questions please call Lynn directly at  
 915.449.1025 or  
 email at [LynnArnold@orbitalfrog.net](mailto:LynnArnold@orbitalfrog.net)**