



CONTINUING PROFESSIONAL EDUCATION

Presenter Application & Agreement

Version 1 - October 2015



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CONTINUING PROFESSIONAL EDUCATION

Introduction

ATMS defines Continuing Professional Education (CPE) as the education of natural medicine practitioners to ensure they maintain and increase their knowledge, clinical skills, expertise and competence throughout their professional career.

CPE consists of any educational activity which helps to maintain, develop or increase knowledge, problem-solving, technical skills, clinical outcomes, effective client management or professional performance standards, all with the goal that natural medicine practitioners can provide better health care for their clients.

ATMS philosophy is that consumers of natural medicine services have the right to expect they will be treated in a competent, safe and effective manner that meets the best practice standards of health care within Australia. Therefore it is a requirement that all accredited members undertake CPE every year.

ATMS currently accredits the following 26 different modalities.

- Acupuncture
- Aromatherapy
- Ayurveda
- Bowen Therapy
- Chinese Herbal Medicine
- Chinese Massage
- Chiropractic
- Counselling
- Homoeopathy
- Hypnotherapy
- Iridology
- Kinesiology
- Lymphatic Drainage & CDT
- Myofascial Dry Needling
- Myofascial Release
- Naturopathy
- Nutrition
- Osteopathy
- Polarity Therapy
- Reflexology
- Remedial Massage
- Shiatsu
- Sports Massage
- Thai Massage
- Tibetan Medicine
- Western Herbal Medicine

ATMS runs a number of CPE Activities every year including seminars, webinars, conferences and workshops held throughout Australia. These are all organised and advertised from within our office. To ensure that our members have access to a wide range of CPE Event topics, ATMS are looking for Presenters to deliver CPE activities that cover the above modalities. CPE Activities can also be delivered around related services not just modalities, including networking, marketing and other business topics.

Application & Approval Process

All Applicants are required to

- Hold a qualification in the field of study, or the subject being presented, or equivalent.
- Must have current professional indemnity insurance (if applicable).
- Have experience presenting seminars, workshops or webinars.
- Must have included work experience.
- Prepared to uphold the philosophy of the ATMS Continuing Professional Education Program and the ATMS Code of Conduct.
- Agree not to teach or advocate practices or techniques which contravene ATMS current policies or position statements.
- Agree to the requirements and conditions of the presenter agreement.



Each application will be considered in relation to the requirements and conditions as set by the ATMS Board. Approval is at the sole discretion of the ATMS Board and may be withdrawn at any time. Requirements and conditions for approval of presenters may be varied or changed by ATMS at their discretion.

Applicants will be notified by ATMS if approved.

To apply to become an ATMS Presenter, the Applicant will need to fill out the application form, agree to the requirements and conditions and return this form to the ATMS office. Applicants will, as part of their application process, provide for consideration:

- A CV, including qualifications and past history in delivery of similar events
- CPE Event topic/s (and where possible CPE Event titles)
- Presentation outline, program or other documentation to help support your application to present the proposed topic/s.
- A list of suggested dates and locations
- Specific practitioner / attendee requirements (i.e. Must be a Naturopath, or hold a minimum of a Diploma level Remedial Massage qualification or must bring towels and oil, etc.)

ATMS reserves the right to request additional information as required.

Once the Applicant has been officially approved to deliver CPE Events as part of the ATMS CPE Calendar, the ATMS Office will review the topics, dates and locations to ensure that this fits in around other CPE Events in the same or similar location.

Where not all dates or locations are approved, the Presenter will be notified and where possible, will be provided with other dates or locations that are suitable.

Once the topics, dates, locations and presenters are approved, the Presenter is required to forward the following to the ATMS Office no later than six (6) months before the scheduled CPE Event. This information is required to develop the flyer and online booking for the event.

- Presenter Bio and Photo
- Topic Title
- Topic Summary (content summary outlining the event and what members will learn)
- Image relating to the topic for use in advertising
- Attendee requirements (i.e. Must be a Naturopath, or hold a minimum of a Diploma level Remedial Massage qualification or must bring towels and oil, etc.) if not previously provided.

The CPE Event will not be scheduled without this information.

The ATMS CPE Event

ATMS will ensure that all Presenters approved to deliver CPE Events, as a part of the ATMS CPE Calendar, are treated equally.

ATMS may market the events via the ATMS Journal, the eNewsletter 'Wise n Well', website and social media.

ATMS will collect and process the registration form and monies paid by the attendees.



ATMS will, no less than seven (7) days prior to the event, liaise with the Presenter to confirm whether the number of registered attendees are sufficient for the event to proceed. In the event of insufficient bookings, ATMS has the right to cancel or postpone the event.

Seminars

Should the scheduled CPE Event (seminar) proceed, ATMS will send a parcel to the venue with the attendee list, name tags, certificates of attendance, presentation folders and post event feedback form. The details of any late registrations will be emailed the afternoon of the last working day before the scheduled CPE Event.

On the day of the scheduled CPE Event, the Presenter will be required to sign-in the attendees, including writing the name and ATMS number of members who do not appear on the attendee list or additional booking list emails. This will need to be returned to ATMS to confirm the attendance of members.

ATMS will generally have arranged morning tea (healthy options including herbal teas, fruit and soy milk etc) to be offered by the venue. It is of note that some venues may still wish to liaise with the Presenter on the morning of the event to confirm times for the arrival of the morning tea.

At the conclusion of the event, and not before, the Certificates of Attendance are to be handed out and where a participant does not have a certificate included, their name (and their ATMS Number) needs to be listed / or indicated on the attendee list so that the ATMS office may issue these post event.

The Attendee List needs to be returned to the ATMS office along with any unused presentation folders in the self-addressed return satchel.

The post CPE Event Feedback Form needs to be completed and returned to the ATMS office. Should you have any issues or concerns that come from the CPE Event, you are required to immediately notify our office of these issues/concerns by email to seminars@atms.com.au so that they can be promptly addressed.

ATMS will electronically survey attendees post event and collate. Presenters are not to provide their own feedback form directly to attendees.

The Presenter will need to invoice ATMS after the CPE Event has been completed. Please refer to the requirements and conditions set out in the Presenter Agreement.

Webinars

Should the ATMS CPE Event (webinar) proceed, the Presenter will be required to log in at least fifteen (15) minutes prior to the start of the Webinar to allow time for any issues to be rectified. Support from the company in which ATMS uses to host the webinar will be available, and may contact you before the webinar for possible set up requirements and training if required. It is up to the Presenter if they wish to have notes available to attendees and this will need to be provided to the company that hosts the webinars.

During the webinar, members may ask questions in which the Presenters can elect to answer as they are progressing through the webinar or to wait until the end. At the end of the webinar, it is expected that the Presenter will provide some time for further questions.



The post CPE Event Feedback Form needs to be completed and returned to the ATMS office. Should you have any issues or concerns that come from the CPE Event, you are required to immediately notify our office of these issues/concerns by email to seminars@atms.com.au so that they can be promptly addressed.

ATMS will electronically survey attendees post event and collate. Presenters are not to provide their own feedback form directly to attendees.

The Presenter will need to invoice ATMS after the CPE Event has been completed. Please refer to the requirements and conditions set out in the Presenter Agreement.

Invoicing and Payment

The Presenter will need to invoice ATMS at the completion of a CPE Event.

No additional payments will be made to cover the compilation of the CPE Event, notes or any other additional expenses that may be incurred by the Presenter outside of what is listed in the Agreement. Where a scheduled CPE Event is cancelled or postponed, no payment will be made.

Should the Approved Presenter cancel the CPE Event less than seven (7) days from the scheduled Event, penalties may apply.

On receipt of your tax invoice, ATMS will make payment within seven (7) days from the date of the invoice.



Terms and Conditions

ATMS reserves the right to change the ATMS CPE Presenter Approval scheme, including but not limited to the Application Process, Terms and Conditions, the Agreement, Payment or Eligibility requirements from time to time.

ATMS CPE Presenter Approval is at all times at the sole discretion of ATMS, and may be withdrawn or varied at any time.

The following are the requirements that ATMS would expect the ATMS Presenter will adhere to before approval is granted.

- The Presenter will hold qualifications appropriate to the presentation topic being delivered.
- Must have current first aid and professional indemnity insurance
- Experience presenting seminars, workshops or webinars to qualified healthcare practitioners.
- Prepared to uphold the philosophy of the ATMS Continuing Professional Education Program and the ATMS Code of Conduct.
- Agree not to teach or advocate practices or techniques which contravene ATMS current policies or position statements.
- The Presenter will start and complete the presentation at the agreed to time.
- The Presenter will not denigrate any person, organisation or therapy at any time during their presentation.
- The Presenter will not promote, advertise, publicise or distribute a branded therapeutic good, branded therapeutic device, self-authored book, self-authored CD or training program in the seminar/workshop without written consent from ATMS. The written consent must be finalised ten days prior to the seminar, workshop or webinar date. Please contact the ATMS Office for the appropriate form.
- Will supply good quality notes/material for the CPE Event to the ATMS Office.
- Undertake ATMS Presenter training if required by ATMS.
- There will be a limit of four (4) seminars/webinars that one presenter will be offered per financial year. Additional CPE events to be approved by the CPEC.



CPE Presenter Application & Agreement

This is an agreement between the Australian Traditional-Medicine Society Ltd (ATMS) and the Presenter of the seminar / webinar / workshop within the ATMS CPE Program for 1 January 2016 to 30 June 2016.

Name of Applicant: _____

Address _____

Phone number: _____ Mobile: _____

Email address _____

ATMS membership number _____

Membership of other associations? _____

Applicant's Qualifications:

Note: Proof of qualifications and first aid certificate along with a copy of an up to date CV must be submitted with your application form.

Please list your experience in presenting courses, seminars, workshops or webinars?



Presentation Details

Name of presentation: _____

Duration of presentation: _____

Delivery Method:

- Hands on Workshop
- Seminar
- Webinar
- Other (please describe):

Provide a brief outline of the topic you wish to present:

Note: You may wish to submit presentation notes, program or other documentation to help support your application to present the above topic.

Which modality (practice/therapy) is the presentation designed for?

- Bodywork Therapies (e.g. remedial massage, shiatsu, tuina, reflexology)
- Ingestive Therapies (e.g. naturopathy, herbal medicine, homoeopathy, nutrition)
- TCM Therapies (acupuncture, Chinese herbal medicine)
- General Membership (e.g. marketing, practitioner care)
- Other Therapy/ies not covered above (please list):

Have you, or do you, deliver this presentation for other organisations, associations or colleges?

- Yes (please list below)
- No

Are you willing to travel to present for ATMS: Yes No

Note: ATMS generally has local presenters in most areas so there is no guarantee of travel indicated in the question.



Both parties agree to the following:

1. Presenter's Materials and Aids

1.1 The Presenter will supply a photograph of themselves, a minimum 100 word biography plus a minimum 100 word overview of the proposed Event and if applicable, a program outline/schedule to the ATMS support office no later than six (6) months before the date of the event.

1.1.1 Failure to provide the required information / documentation to advertise the event may result in the CPE Event being cancelled. Repeated occurrences may result in the Presenter approval being rescinded.

1.2 The Presenter will supply an original copy of good quality of notes/material for seminar, workshop or webinar for the delegates to the ATMS head office no later than three (3) months before the seminar, workshop or webinar date with a final or updated version no later than one (1) month before the date of the event. All material must be distributed by ATMS prior to the event. The Presenter agrees no fee will be paid by ATMS for the preparation and supply of the notes/material.

1.3 ATMS will photocopy the Presenter's notes/material and ensure attendees receive a copy and bear the costs of the process.

1.4 The Presenter will provide ATMS with a list of Presenter Aid requirements with this agreement, to ensure that an appropriate venue is selected and presenter aids can be coordinated. ATMS will bear the costs of other Presenter Aids provided the Presenter gives ATMS one (1) month notice prior to the event date of any extra material and aid requirements.

1.5 The Presenter will supply a computer/laptop, for their presentations. This is not the responsibility of ATMS.

2. Recording of the Presentation

2.1 ATMS may video and/or audiotape seminars, workshops or webinars and photographs may be taken for publication and distribution by ATMS after obtaining co-agreement with the presenter.

3. Copyright

3.1 The copyright of the Presenter's notes/material will be with the Presenter.

3.2 In some cases due to copyright it may not be possible for a Presenter to supply attendees with their presentation. Presenters need to inform ATMS of this situation no less than one (1) month before the event.

4. Presenter's Conduct

4.1 The Presenter will not promote, advertise, publicise or distribute a branded therapeutic good, branded therapeutic device, self-authored book, self-authored CD or training program in the seminar/workshop without written consent from ATMS. The written consent/approval by the CPEC must be finalised one (1) month prior to the seminar, workshop or webinar date. Please contact the ATMS Office for the appropriate form.

4.2 The Presenter will start and complete the presentation at the agreed to time.

4.3 If the Presenter, without good reason, becomes unavailable to make the presentation they may not engage another person unless prior arrangement is made no less than ten days prior to the seminar, workshop or webinar date.



4.4 The Presenter will not denigrate any person, organisation or therapy at any time during their presentation.

4.5 The Presenter will hold qualifications or equivalent appropriate to the presentation topic being delivered.

4.6 The Presenter must not deviate from the approved program.

4.7 The Presenter will hold current professional indemnity insurance (if applicable).

5. Fees – Seminars, Workshops or Webinars

5.1 The Presenter agrees to the presentation fee of \$125.00 (excluding GST) per hour calculated only for the presentation time as determined before the event.

5.1.1 For any approved CPE event that consists of multiple presenters, the presentation time for each presenter must be advised in the application form.

5.2 Presenters of webinars agree to a total presentation fee of \$375.00 (excluding GST).

6. Expenses

6.1 Costs of accommodation, travel, meals and other costs, if any, will be agreed to ten days prior to the seminar/workshop date and will not exceed the amount stated in this agreement.

6.1.1 Car travel at agreed ATO rates.

6.1.2 Economy airfares if required (see 6.2).

6.1.3 Accommodation will be a standard hotel room (see 6.3).

6.1.4 Taxi fares to and from airport and to and from venue where required.

6.1.5 At a one day event, only lunch to the value of \$25 will be reimbursed.

6.1.6 For overnight events, breakfast, lunch and evening meals will be provided per day, at \$25 per meal (excluding alcohol), capped at \$75 per day.

6.2 Booking for airfares will be arranged by head office (unless other arrangements are agreed to) and will be economy flights only.

6.3. Accommodation if required will be arranged by head office and will be a standard hotel room only.

6.3.1 Mini bar expenses and alcoholic beverages will be the responsibility of the Presenter.

7. Payment

7.1 The Presenter will supply ATMS with a tax invoice, in accordance with taxation law, before payment will be made.

8. Cancellation

8.1 ATMS may cancel the seminar, workshop or webinar at its discretion.

8.2 In the case of a cancellation, no fee shall be paid to the Presenter.



9. Exclusivity

9.1 The Presenter has the right to run these workshops, seminars or webinars for themselves or another third party. They are not exclusively bound to ATMS.

10. Infractions

Any infractions will result in delayed or non-payment of fees.

CPE Presenter Declaration

I declare that the information supplied on this application form and any additional supporting documentation does not contain false or misleading statements. By applying to deliver ATMS CPE, I declare that I have read, understood and accept the Terms and Conditions of ATMS CPE Presenter Approval and Agreement. I accept that any approval granted is at all times at the sole discretion of ATMS, and may be withdrawn or varied at any time.

Signature: _____ Date: _____

Print Name: _____

Please return this completed Presenter Application & Agreement and all required supporting documentation via post or email to:

Continuing Professional Education Officer
Australian Traditional Medicine Society
PO Box 1027
Meadowbank NSW 2114

Email: info@atms.com.au

Signed on behalf of ATMS

Signature: _____ Date: _____
ATMS Representative

Name of ATMS Representative: _____



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ATMS

Australian Traditional-Medicine Society

PO Box 1027 Meadowbank NSW 2114

Freecall 1800 456 855 Phone 02 8878 1500

Fax 02 9809 7570 Email info@atms.com.au



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Leader of the natural medicine industry