

## Institute for Barefoot Equine Management Ltd.

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### Guidelines for hosting a Holistic Horse and Hoofcare Seminar:

Course fee: \$360/person for full 3 days, \$250/person for first two day (or as advised by IBEM)  
Host fee: free attendance

#### **Host Responsibilities:**

1. You want at least 10 fully paying participants in order to have a seminar in your area. (minimum of 5 if host takes care of instructor accommodation)
2. Help tutor with finding accommodation for tutor (tutor pays for it, or as per above)
3. Advertise in local newspaper
4. Place info flyer in local shops (saddlery, feed shops, etc.)
5. Organise (and store temporarily) 3 horse cadaver hooves per 2 participants (generally, IBEM pays for them, but needs to be approved)
6. Get garbage bags and tape to wrap the hooves (1 per hoof + some spare)
7. Organise morning and afternoon tea (lunch is up to the participant)
8. Organise room (classroom or so) for theoretical part (2 days) with white/black board or flip chart
9. Organise screen for data projector (instructor will bring projector)
10. Organise covered area (in case it rains) for trimming cadaver hooves
11. Organise bandsaw or bone saw to dissect hooves with
12. Pick-up/drop-off tutor from/to airport, if required
13. Provide details for info sheet, i.e. directions to venue, contact details for accommodation, etc.
14. Have one horse available for demo trim on third day.
15. Dispose of cadaver hooves
16. Hand out seminar booklets as provided by IBEM
- 17.

#### **IBEM Responsibilities:**

1. Co-ordinate seminar dates with hosts
2. take registrations, course fees, and send receipts
3. deal with refunds and cancellations
4. send detailed info sheet to participants
5. provide seminar booklets
6. pay for
  - ◆ cadaver hooves
  - ◆ pay for tutor and tutor accommodation if not put up privately