

## **HEALTH EDucation Network, LLC Reduced Tuition Coordinators (RTC)**

As a Reduced Tuition Coordinator, your registration tuition is reduced to \$60.00 once you are approved for this position.

### **RESPONSIBILITIES OF A REDUCED TUITION COORDINATOR**

A complete set of coordinator instructions will be emailed to you a minimum of 2 weeks prior to the seminar; therefore, you will need to notify us if your email address changes.

- You are **REQUIRED** to review the detailed coordinator instructions, print all documents emailed to you, and call our office **2 days prior to the program date**.
- The day before the program we fax the front desk of the meeting location a current roster of attendees along with other information pertaining to this continuing education program. This fax comes in your name.
- You are expected to be in attendance for the full day. Your hours for the day of the program will be 6:30 AM to 4:30 PM. You will need this time before and after the program to complete the duties as outlined below. Guests or assistants are not permitted. HEALTH ED will assign an assistant for you, if we feel this is necessary to insure the success of the program.
- Upon arrival at the meeting facility you will be responsible for locating and unpacking boxes of attendee materials sent to the program location; inspect the meeting room to determine that it is set-up properly and the required audiovisual equipment is ready in the meeting room.
- HEALTH ED arranges to have the registration tables set up inside the meeting room so you can hear the program presentation while performing your Coordinator duties.
- Handling the registration process is your responsibility. This includes greeting and checking in attendees as they arrive and distributing the appropriate written materials and continuing education information.

- At the start of the program you will make morning announcements and introduce the speaker.
- You will need to be available throughout the day to assist attendees and the speaker, handle any situations that may arise, handle product orders, and contact the HEALTH ED home office a minimum of three times throughout the day to provide requested information and keep them apprised of how the program is progressing.
- At the end of the day you will distribute continuing education Certificates of Attendance, collect the completed attendee program Evaluation Forms, pack materials to be returned to HEALTH ED and take these materials to the appropriate location in the meeting facility for UPS to pick-up as scheduled by HEALTH ED.

### **TO BECOME AN ATTENDEE COORDINATOR**

Call HEALTH ED's Customer Service at **1-800-839-4584** or email them at [custserv@health-ed.com](mailto:custserv@health-ed.com) for coordinator position availability for the programs you are interested in attending. The positions are filled on a first-come-first-served basis, and they do fill early!!

**CANCELLATION POLICY:** If you cancel, your tuition will be forfeited.