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## Provisions, Terms and Conditions

### SOS Approach to Feeding

May 4<sup>th</sup> – 7<sup>th</sup> 2021 London

Print Conference Terms & Conditions for your records

### **Technical and Log-on Requirements**

A computer is the preferred device for participating in this on-line conference. Taking the conference on a phone is not permitted.

You MUST be able to hard-wire your computer directly into the Internet connection via an Ethernet cord. WiFi connections to the internet are not sufficient and will not provide you with enough clarity to view videos and Speaker demonstrations. In addition, WiFi connections cause many technical problems resulting in too much time lost from the conference.

A working Webcam on your computer is required (most laptops have the camera embedded).

Headphones to listen to the conference from your device are suggested to provide you with the clearest signal and the least amount of background noise and static interference.

On Day 1, all Participants will be required to sign onto Zoom by 12:30 GMT. During this time, important announcements will be reviewed regarding the administration of the conference and how to meet your attendance requirements. In addition, this time will allow you to resolve any technical issues you may be having PRIOR to the start of the conference so that you are ready when the conference begins.

On ALL other conference days, please log in to the Zoom platform at least 10 minutes prior to the start of each day. This will help to ensure that the SOS Approach to Feeding online conference remains on schedule and to allow our staff to resolve any technical issues you may encounter while keeping the conference on schedule

### **Participant Expectations**

Conference participants will be expected to answer 7-10 Test Questions twice each day to demonstrate understanding of materials presented. Schedule of test questions – Beginning of the first break and at end of the day (15mins Scheduled Assessment Time - 17:00 & 22:00 GMT).

Participants will receive Test Questions via Survey Monkey. Participants are expected to submit their answers prior to taking their scheduled break or



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leaving for the end of the day. Answers will be reviewed and scored by SOS Approach to Feeding Course Administrators. Participants who do not answer the questions for each section will be contacted by an SOS Approach to Feeding Course Administrator to problem solve any difficulties on the participant's part in answering the questions.

To receive a Certificate of Completion (via email), participants must answer 80% of the Test Questions correctly. If a participant does not pass, they will be contacted by an SOS Approach to Feeding Course Administrator to identify next steps. Participants will be expected to engage in Teaching Exercises as demonstrated and taught in the conference.

- The Postural Stability Exercise will require you sit in a typical office/kitchen chair.
- The Breathing Exercise will require you observe one of the SOS Professors, as well as engage in a short, shallow breathing exercise yourself.
- The Developmental Food Continuum/Oral-Motor Exercises will require you to follow an SOS Professor in practicing with and eating various foods. THE FOOD REQUIREMENT LIST WILL BE SENT TO YOU IN A SEPARATE CONFERENCE EMAIL.
- The Food Hierarchy Exercise will require that you create and submit a Food Hierarchy to the SOS Professors
- The Steps to Eating Hierarchy Exercises will require you to play with food. Course participants will be expected to submit Comments via the Zoom Chat Box in response to questions asked of them by the Speaker at least twice and up to four times daily.

These Comments will include your reactions to the Teaching Exercises. If participants do not submit a comment when prompted, an SOS Approach to Feeding Course Administrator will contact the participant to problem solve any difficulties on the participant's part in providing their comments. Participants will be required to have their computer camera on throughout the online conference to help verify attendance and participation in the Teaching Exercises. We certainly understand that you may need to step away from the conference for a moment. However, please be aware that you will be missing important course materials if you are away from your computer and the Conference for more than a few minutes at a time. Therefore, we strongly encourage you to wait until the scheduled breaks if possible. Participants must provide a contact number and preferred email address to the SOS Course Administrators in case a Course Administrator needs to contact you. Please note, due to the extra time required for the participant comments and on-line format during this course, the SOS Approach to Feeding Live Streamed Conference is extended to a full 4 days – Tuesday, Wednesday, Thursday & Friday - 4th to 7th May 2021 – 13:00 to 22:00 Greenwich Mean Time.



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## **Attendance Policy**

### **Time Zone Requirements**

Due to the participant requirements for the virtual conference, potential registrants located in an area more than 2 hours ahead or 6 hours prior to the Greenwich Mean Time (GMT) are not eligible to participate in this specific conference. If you are outside the approved time zone and have an urgent clinical need for this training, please send an email to [sos@therapytrain.co.uk](mailto:sos@therapytrain.co.uk) AND [info@sosapproach.com](mailto:info@sosapproach.com) for review and consideration.

### **Attendance Expectations**

Participants are expected to attend the course for the entire length of each day (12:30 to 22:00pm, Day 1, and 13:00 to 22:00 pm, Days 2-4) to receive their SOS Certificate of Attendance. Leaving early or missing time during the conference results in missing crucial information needed to correctly use the SOS Approach to Feeding program. Please make arrangements to ensure that you do not log on late or leave the conference early. In order to comply with SOS Approach to Feeding attendance requirements, the following methods will be used to verify that participants are learning the materials and actively participating throughout the entire SOS Approach to Feeding Online Conference. Conference participants are required to sign into Zoom each day. The login process will mirror the typical sign-in/sign-out requirements, which are set forth by Professional Associations and used in the SOS Approach to Feeding's in-person conferences.

If the participant has not logged in, an SOS Course Administrator will contact the participant to identify and problem solve any potential technical issues interfering with login. If you are encountering any technical issues, we have support staff available to assist you. Please contact us at [sos@therapytrain.com](mailto:sos@therapytrain.com) and [info@sosapproach.com](mailto:info@sosapproach.com) or by calling (+44) 7956123763 and/or (720) 672-1143, and we will reply as soon as possible. If the participant has not logged in and the issue is determined to be something other than a technical issue, an SOS Course Administrator will work with the participant to determine a plan for resolving the issue.

Participants are REQUIRED to arrive on time for each day of the Conference and to attend the Conference in its entirety.



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## **Video/Audio/Photography Disclaimer**

When you participate an SOS Approach to Feeding Conference (Live or Virtual), you will be participating in an event where photography, video and audio recording may occur. By participating in the SOS Approach to Feeding event, you consent to video recording, audio recording and/or photography and its/their release, publication, exhibition, or reproduction to be used for news, web casts, promotional purposes, telecasts, advertising, inclusion on web sites, or for any other purpose(s) that SOS Approach to Feeding (Toomey & Associates) and/or conference hosts TherapyTrain, its vendors, partners, affiliates and/or representatives deems fit to use. You release SOS Approach to Feeding and/or TherapyTrain owners, staff and all persons involved from any liability connected with the taking, recording, digitising, or publication of interviews, photographs, computer images, video and/or or sound recordings.

## **Cancellation Policy**

### **Registration Fees**

\*\*\*Reservation and/or Processing Fees and Taxes Apply

*Early Bird Registration: £649 + 20% Reclaimable VAT*

*Standard Registration: £699 + 20% Reclaimable VAT*

### **Cancellation of Registration by Participant**

Cancellations must be received in writing to [info@therapytrain.co.uk](mailto:info@therapytrain.co.uk) no later than April 16<sup>th</sup> 2021, to receive a refund minus £69 administrative fee. No refunds will be issued for cancellations received after 12:00 GMT Friday April 16<sup>th</sup>, 2021.

### **Cancellation of Registration by TherapyTrain**

TherapyTrain will conduct online searches to confirm Licence and Membership information provided in this registration form. We reserve the right to cancel registration if we are unable to confirm registration information including any provided for a supervisor. A refund minus £69 administrative fee will be issued in this instance.

### **Cancellation of the Event by TherapyTrain**

Please be aware that Toomey & Associates, Inc. will present this conference despite one or even two Speakers being ill. One SPEAKER can present in an emergency situation, although it is certainly not ideal. If all three Speakers are ill, substitute SPEAKERS will present. If all Speakers are ill and no substitute Speakers are available, this would then constitute a SPEAKER cancellation.

**If the conference is cancelled by TherapyTrain due to, but not limited to, the following:**

- Speaker cancellation



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- Limited enrolment
- Severe weather (snowstorm, flooding, etc.)
- Conference/Production site issues (power outages, emergency situations)

Registrants will receive a full refund of registration fee within 30 days of the scheduled conference by the original method and payment details that the registrant used to pay for the registration. Costs incurred for individual expenses including any payment and/or transfer fees will not be refunded by TherapyTrain Ltd.

## **Registration Policy**

### **Registration Fees & Taxes**

\*\*\*Reservation and/or Processing Fees and Taxes Apply

Standard UK VAT at 20% applies to all registration/transaction fees - Taxes may be reclaimable for Individuals/Companies registered outside of the United Kingdom. Registrants and/or Employers are responsible for reclaiming any taxes not applicable. Therapy Train Ltd provide VAT information and Tax breakdown for all transactions, with detailed invoices and/or payment receipts raised/processed and emailed within 5 business days.

**Early Bird Registration: £649 + 20% Reclaimable VAT**

**Standard Registration: £699 + 20% Reclaimable VAT**

Early Bird Registration available until February 14<sup>th</sup> 2021 Standard Registration thereafter. Registration closes Friday April 16<sup>th</sup> 2021 at 17:00 GMT

### **Registration Information**

\*\*\*Credentials, Licence and Membership Searches Apply

Conference partners TherapyTrain and/or Toomey & Associates will collect, process, confirm, discuss and appropriately store any information provided in this registration form and/or any further communications. Information provided will be used to search for and confirm credentials and memberships including any supervisor details where applicable. Membership information must be searchable online and will be added to all SOS Approach to Feeding Certificates.