

Placing the Hand in Space:  
Reconstructive Surgery of the Shoulder, Elbow and Wrist  
March 20 - 24, 2011

*Kindly note that all requests for changes to this contract  
must be submitted to and approved by the Hand Rehabilitation Foundation by January 21, 2011.*

Bioskills Workshop Contract	
Sponsor	
Title	
Faculty	
Date/Time/Duration	
Workshop #	
Location	Silvertree Hotel 100 Elbert Lane, Snowmass Village, CO (970)923-3520
Room Capacity	Approximately 50 ( <i>Classroom Style</i> )
Room Assignment	To be assigned
Set Up	Immediately prior to start of workshop
Break Down	Immediately following completion of workshop
Ship Materials to:	<i>(After March 16, 2011)</i> The Snowmass Conference Center <i>Hold for: Hand Rehabilitation Foundation March 20 -24, 2011</i> 76 Elbert Lane Snowmass Village, CO 81615 Attn: Allison Campbell

**Please provide the following information:**

Main contact for workshop planning: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Have you contacted Faculty member regarding workshop? \_\_\_\_\_

Workshop Personnel: (Other than Faculty)  
\_\_\_\_\_  
\_\_\_\_\_

Will you require equipment storage prior to symposium? \_\_\_\_\_

## Workshop Details

**A. Workshop Format. Briefly describe workshop set-up, content, and objectives.**

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- \_\_\_\_\_ Lecture only by faculty member
- \_\_\_\_\_ Lecture with cadaveric demonstration by faculty (*see instructions for cadaver set up/handling/storage/disposal; page 4*)
- \_\_\_\_\_ Hands-on workshop with attendees using “Sawbones”.
- \_\_\_\_\_ Other (Please describe)\_\_\_\_\_

**B. Room Set-Up (*To be determined based on workshop registrations*)**

- \_\_\_\_\_ Lectern on riser with head table for \_\_\_\_\_ people
- \_\_\_\_\_ Theater seating
- \_\_\_\_\_ School room with chairs
- \_\_\_\_\_ School room without chairs
- \_\_\_\_\_ Round tables with\_\_\_\_\_ seats per table
- \_\_\_\_\_ Round tables with no seating
- \_\_\_\_\_ Other. Please describe.

**C. Workshop Capacity (*Capacity for classroom set-up is 50 people*)**

Please enter maximum capacity for your workshop \_\_\_\_\_

For periodic updates on the registration counts for your workshop, please contact the Hand Rehabilitation Foundation.

*Workshop rooms are assigned on a “first come, first served” basis and the HRF cannot guarantee a room size for the maximum number of attendees, although every effort will be made to accommodate your request.*

**E. Audio-Visual Equipment**

*Please note that these costs may be subject to change and Colorado Surcharges; they will be billed back to you following the meeting.*

<b>AUDIO VISUAL EQUIPMENT AND LABOR PRICING – These are estimates only-you will be billed directly by The Silvertree Hotel</b>		
Notes	ITEM	Suggested Price
<b>GENERAL AUDIO VISUAL</b>		
	LCD Projectors w/ Stand	\$350.00
	7' Screens	\$120.00
	Safelock Projection Stand	\$50.00
	Multi power strip	10.00
	In-House Podium	65.00
	Flipchart	\$40.00
<b>VIDEO / COMPUTER</b>		
	PC Laptop	\$400.00
	Digital Video Camera w/ Tripod	\$320.00
	Slide Projector Remote to Podium w/ stand	70.00
	Mackie Soundboard	90.00
	JBL Eon 15 Self-Powered	\$170.00
<i>Required for Multiple Video/Data Sources: laptop, scope, DVD player, video/camera)</i>	Video/Data Switcher/Converter	\$300.00
<b>AUDIO</b>		
	Wireless Lavalier Microphone	\$140.00
	Wireless Hand Held Microphone	\$105.00
	Podium Microphone	\$55.00
	Floor Microphone	\$55.00
	Table Microphone	\$55.00
Required for all sound( laptop, microphone etc)	Audio Mixer	\$80.00
	Small Sound System	\$75.00
Computer Sound	Computer Audio Direct Box	\$35.00
<b>LABOR</b>		
4 Hour Minimum @ \$75 per hour	Camera Operator	\$300.00
4 Hour Minimum @ \$75 per hour	Video/Data Switcher Operator	\$300.00
Per room Equipment Setup/ Strike	Labor per Room: 25% of Equipment Total	

**Please note that it is your responsibility to provide all instrumentation, equipment, and accessories for the demonstration. Please call or e-mail the Hand Rehabilitation Foundation at (610) 768-5958 if you require clarification.**

Please indicate any items which you will require that are not listed on the previous page.

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## Cadaver/Biohazardous Usage/Handling/Disposal - Your Responsibilities

1. Please advise your on-site representatives that they will be completely responsible for any shipping, storage, handling and disposal of the specimens. Neither the Hotel nor Hand Rehabilitation Foundation will handle any containers or other items having to do with the specimens.
2. Each room must be properly covered with Visqueen, including tables, floors, up to 2 feet beyond the specimen table and, if the table is near a wall, the walls must be covered to table height.
3. Each company using cadaver specimens is responsible for providing their own refrigeration or storage containers.
4. Please advise your on-site representatives that they will be completely responsible for any and medical waste clean up and disposal (including but not limited to specimen waste, Visqueen on table tops and floors) required for this course. No additional staffing, supplies or equipment will be supplied by the Hand Rehabilitation Foundation or the Hotel.
5. Each specimen must be wrapped individually before disposal. It is suggested that you use the biohazard bag in which it arrived or, preferably, a new one.
6. Fully and completely seal the biohazard bag containing the specimens so that there can be no leakage.
7. Please provide appropriate containers in which to place all protective gear and specimens for disposal.
8. Instrumentation: It is your responsibility to remove your instrumentation for cleaning. You are not allowed to use any area within the hotel or city limits for this purpose. Your instruments must be sealed and returned to your home location for cleaning where all OSHA rules can be observed.

My signature below indicates that I have read all of the above guidelines and agree to comply fully with each article as stated.

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Please print name

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Signature

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Date

**Please fax to Hand Rehabilitation Foundation - at (610) 768-8887.  
Thank you.**