



*Compressed Air Challenge®
Host / Instructor Agreement
Advanced Management of Compressed Air Systems*

_____ (Host) would like to retain the services of _____ to be the instructor for our Advanced Management of Compressed Air Systems training to be held in _____ on _____. The instructor's relationship with the Host will be that of an independent contractor. The Host will work with the instructor on the following basis:

Obligations of Compressed Air Challenge® (CAC) Host:

- 1) Provide instructor with list of attendees to date at least one week in advance of program.
- 2) Provide two instructors for the class. All instructors must be CAC-qualified Advanced level instructors.
- 3) Provide on-site manager to handle hotel arrangements, check in attendees, and collect and tabulate evaluation forms. Training room will be set up with appropriate audio-visual machinery in working order at least one hour before training begins.
- 4) Make appropriate lodging arrangements at, or convenient to, the training site. The primary host liable for the hotel contract will be master-billed for lodging expenses and applicable taxes; however, Instructor will be responsible for payment of incidentals such as in-room phone calls, movies, etc. upon check-out.

Obligations of Instructor:

- 1) Deliver Advanced Compressed Air Systems Training as instructed by the Compressed Air Challenge®.
 - a) Instructor must cover the entire Advanced Management of Compressed Air Systems Training curriculum.
 - b) Instructor's presentation is limited to the curriculum as designed and formatted by the Compressed Air Challenge®. No other teaching materials may be used and no changes may be made to the presentation.

- 2) Submit a signed Instructor Agreement to the host for each assigned location. Provide the host with an instructor bio if requested.
- 3) Make travel (transportation) arrangements. Airline reservations must be made 14 days in advance, only coach airfares will be reimbursed by the host. Instructors shall purchase the lowest available, reasonable airfare. If an instructor drives to an event, the Host will pay the current IRS mileage rate, (e.g., 55 cents per mile on 9/17/10). The host will not pay for rental cars without previous authorization.
- 4) Advanced instructors should allocate a minimum of two hours for coordination with their co-instructors prior to the training date. Accordingly, both Advanced instructors are requested to arrive at the training site the evening prior to training to ensure adequate time for workshop preparation and coordination.
- 5) Arrive in training room at least 45 minutes prior to the start of training to set up, to check audio-visual, and to meet attendees.

Payment:

In exchange for these services, the host will pay qualified instructors \$1,250 per day per event, plus reasonable travel (transportation) and meal expenses and hotel, if needed, at cost.

Instructor will submit an invoice, along with receipts for expenses over \$25 to the host within 10 days of the event. Host will provide net payment within 30 days of the receipt of the instructor invoice.

Cancellation Guidelines:

- No compensation if a cancellation notice is given 30 days prior to the event.
- 50% compensation if cancellation notice is given on or between 29 to 4 days prior to the event.
- Full compensation if cancellation notice is given less than 4 days prior to the event.
- Full compensation for all non-reimbursable costs such as airline fares or change fees if the event is cancelled or rescheduled within 30 days.

Code of Ethics and Practices:

- 1) Maintain the highest level of diplomacy and integrity during training.
- 2) Remain product neutral during training discussions. Use solutions and case studies that are anonymous and product neutral.
- 3) Maintain a professional and non-commercial appearance during training.
- 4) Refrain from addressing any concerns or individual requests from attendees regarding business or the sales of equipment while training or in the service of the Compressed Air Challenge[®]. Individual requests can only be addressed after evaluation forms have been collected and the training day has been concluded.
- 5) Understand the needs, goals, and expectations of the attendees.
- 6) State clearly what will be covered during training and what will not.
- 7) Explain clearly the benefits the attendee can obtain from training and ascertain that they match the attendees' expectations.
- 8) Explain the objectives and the contents of the training materials provided. Point out sections that will enable the attendee to save money and energy.
- 9) Encourage attendees to seek professional advice regarding changes to their system.

As a qualified instructor for the Compressed Air Challenge[®], I will abide by the instruction received from the Compressed Air Challenge[®] and code of ethics and practices set forth in this Instructor Agreement.

Instructors Name *(Print)*

Instructor's Signature

Date

Host Name *(Print)*

Host's Signature

Date