

Agreement between Trainers and Organizers for Expand The Box Trainings, Possibility Labs, Talks, and other PM Events outside of Germany

(Revised: 21st July 2017 by Marion)



Dear Organizer

First of all we thank you for your offer in supporting us to bring Possibility Management into the world. Based on our experiences in past years while organizing trainings or other events, we created the following distinctions and agreements. Please read them carefully and get back to us in case you have questions or if anything is unclear.

Your Job as Organizer

As the organizer you make sure that the logistical activities for the trainers are reduced to a minimum by finding a suitable training location, by generating the participants, and by taking care of the necessary monetary transactions. You make for a working communication with the employees of the trainings location, with the participants, and with the trainers. If there is no other agreement you are the organizer and not the trainer or co-trainer.

1. Location

As the organizer you find a location that meets the following requirements.

Requirements for *Expand The Box* trainings and *Possibility Labs*:

- The training room: The size of the training room should be 100 m² or more, preferably without pillars or mirrors
To be checked:
 - If there are mirrors, can they be covered up?
 - Are there pillars in the room?
 - Are there spaces outside for outdoor practices? (Necessary for *P-Labs*),
 - Are there at least 20 chairs, at least 3 tables, and (for *P-Labs*) at least 20 cushions for sitting in the morning?
- A separate dining room
- Accommodation (singles, doubles, bunks, camper vans, camping... with listing the different price categories)
- The possibility to use the kitchen exclusively (only necessary for *P-Labs*)
- The possibility to book the whole location exclusively (only necessary for *P-Labs*)
- The possibility of being loud / making noise without disturbing neighbors (only necessary for *P-Labs*)
- Availability (possible proposed dates usually include a weekend), costs and cancellation policies
- For *Expand The Box* trainings also see additional space information below.

2. Participants

As the organizer you do whatever it takes to promote the event throughout your own database and beyond. You create and update the participant list with names, phone numbers, emails and addresses. The minimum amount of participants for an *Expand The Box* training or a *Possibility Lab* is 15. The trainers can decide to let people participate for a reduced price or free of charge upon request.

If you decide to let people participate for free you will pay the training fee for them. The trainers are open for suggestions regarding “talent exchanges“. This means instead of paying with money for the event, the participant provides a service or craftsmanship for the trainers. In this case you would also check with the trainers first.

3. Fees/Payment

As the organizer you handle all the necessary money transactions. You collect the money from the participants and provide the landlord of the location with deposits for reserving the event space.

You provide a calculation overview (the excel sheet will be provided by the trainers) according to the payment fees (see below). This means that you will invoice the participants. Based on the final result of this calculation the trainers will invoice you for the total training fee so you can pay the trainers according to the calculation. The tax depends on the country in which your office is located.

After deducting the trainers’ expenses (travel costs, room & board, training materials, VAT (for German-based organizers currently 19%) and other arising costs), you as the organizer will receive a 30% commission for organizing ETBs, and 20% commission for organizing Possibility Labs.

If you decide to not handle one or more of the above-mentioned points from 1 to 3 (location, participants, fees/payments) your commission will be reduced to 15%.

As the organizer you also have the possibility to participate free of charge in the training. This possibility is not transferable to another person.

4. Training Fees

For *Expand The Box* trainings and *Possibility Labs* from October 1, 2017 on.

- Sliding scale: 650 - 950 Euros
When registering the participant assesses the price that he or she is willing to pay. This is then the price that will be charged. In case a company pays the training for their employee the price of 950 Euros applies.
- Special offer for participants repeating the *Expand the Box* training:
 - 2nd time: 350 - 650 €
 - 3rd time: 150 - 350 €
 - 4th time: 75 - 150 €
 - 5th time or more: free of charge

For other events you would check individually with the trainers about the participation fees.

As the organizer, please also read the notes on the money question on the Possibility Management website: <https://possibilitymanagement.org/faq/>.

5. Cancellation of an Event

In case the minimum number of participants is not reached by the date set, you as the organizer will contact the trainers proactively so they can decide what the next steps are. It is up to the trainers whether the training will nonetheless be conducted or not. If the trainers decide to postpone the deadline for a cancellation and cancellation fees will arise, the trainers will make the necessary payment, if the training gets cancelled.

In case a training is not taking place, you will take care of all the necessary communication: you inform the location owners and the participants about the cancellation, you reimburse the fees that are already paid by the participants, and you provide other necessary information.

Physical Requirements for the 'Expand The Box' Training

This information includes details for the timetable, the meals and the setup of the training room for a 3-day training.

SIZE OF THE ROOM:

We will need approximately 70-100 m² of floor space, possibly without any pillars in the middle, which interrupt the energy of the free space. The space should have at least 75% free wall space to hang the flipchart papers drawn during the training.

Time Schedule

07:30 am – 08:30 am Breakfast Buffet
09:00 am – 10:50 am Session #1
10:50 am – 11:10 am Break with coffee and snacks
11:10 am – 01:00 pm Session #2
01:00 pm – 02:00 pm Lunch
02:00 pm – 03:50 pm Session #3
03:50 pm – 04:10 pm Break with coffee and snacks
04:10 pm – 06:00 pm Session #4
06:00 pm – 07:30 pm Dinner
07:30 pm – 10:00 pm Session #5
Day 3 ends at 06:00 pm

MEALS:

Sticking precisely to the timetable is very important to us. We would appreciate the hotel/seminar center team to align their timing with the training schedule and provide the snacks for the coffee breaks as well as the meals complete and ready to be served ten minutes before the planned start of the break.

Beverages during all three days: On a table in the training room we need sufficient tap water in big pitchers and one big (0.4 l) glass for each participant. We calculate with one pitcher per 5 glasses. This is an alcohol-free training for all 3 days.

Coffee and Snacks: Please provide snacks before the beginning of the breaks. Morning break snacks can include a variety of fruit, yoghurt, scones, coffee, and tea. Afternoon break snacks can include coffee, tea, cookies or cakes.

Meals: Please provide vegetarian meals before the beginning of the breaks in the dining hall ready to be served. Suggested menus can include soup, salad bar, bread and cheese, hot and cold dishes as main meals, desserts, 1 non-alcoholic beverage per person included.

Costs for seminar room, accommodation and board:

Usually we try to find a location, where the seminar room will not be charged extra, if there is a certain number of participants paying for meals and accommodation. If a location charges extra for the seminar room then the costs for the seminar room will be divided by the number of participants and added to the accommodation fee.

We usually try to find a location, where accommodation and meals for 3 days do not exceed 250-300 Euros.

EQUIPMENT OF THE TRAINING ROOM:

- 70-100 m² room with free wall and window space to hang at least 30 flip chart posters
- Loud noises from our working should not disturb anyone in the neighbourhood.
- Comfortable padded chairs, one per participant, and two for the trainers
- 1 water table with big (0,4 l) glasses according to the number of participants and trainers, and 1 pitcher of tap water per 5 water glasses
- 4 additional tables (2 personal belongings tables, 1 trainer supplies table, one table for information & books)
- 1 flipchart board
- 1 CD player (portable)
- 2 trash cans
- 5 pin walls (only if there is not enough wall or window space)



MAP FOR SETTING UP THE TRAINING ROOM:

