



Notes & Advice from Current Coordinators

From the coordinators perspective – get with the instructors to check availability, check with students in area to see what they need, check on any big events in that will raise the rates of hotel rooms and flights, check with other coordinators in the area (within 2 hours drive) to make sure you are not having the same class or classes on the same weekend, check on instructor minimums, needs, etc. Also confirm if the instructor wants to do sessions and tutorials, and if so on what days, and how much time they want in between sessions, and how many they want to do in a day and how much they charge for a session.

One possibility is to have a website with the classes and descriptions, create a flyer and handle the finances, copies, space, set up, tear down, and on site issues. The website could accept Paypal so people can pay via credit card, it also has a list of local lodging and restaurants. Send out an email confirmation with the details of class, day, start times, what to bring, available session times, lodging and restaurants. Make sure you have a phone number people can reach you on class day in case they are lost or need to contact you.

Use an Excel spreadsheet of the expenses and income that automatically shows the net income. Also keep a detailed list of all the tasks, including the dates you send the email class announcements, phone calls to students, instructor contact, etc. It could also include the flights times, when you need to leave for the airport, phone number to check on flight arrival time, and times sessions have been booked. Some coordinators provide instructors transportation to class, lunch and to and from airport. Check to see if they are allergic to pets, if you have any. Access to a computer, private bathroom, or wireless for those that bring their own pc is appreciated by instructors. Give them privacy and the option to choose to spend time with you or have time to themselves. Determine if you will be cooking meals, or whether they prefer to eat out. If you are preparing meals, find out any food allergies or preferences beforehand, whether they eat breakfast and how much time they need to prepare in the morning before leaving for class. Show them where the cereal and bowls are kept, extra towels, blankets and pillows, and offer them the use of the laundry room if needed. Provide a map of the town, or general directions to the bank, grocery store, post office, gas stations and park.

A plastic tub with necessities is an easy way to gather items for the class. Sweeteners, stir sticks, cups, napkins or paper towels, box of tissue and an extra roll of toilet paper are good to have. Also extra pens, a roll of tape, name tags, all the paperwork (handouts, sign in sheet, surveys, receipts, extra paper) and any visual aids to be used at the class. Coffee (& filters), tea and a coffee pot as well as water or whatever snacks you are providing can be added at the last minute. It's helpful to have as much of this prepared before the instructor arrives as possible. This gives them some down time for themselves before they teach.



What to look for in an instructor – passion for the work, passion for helping grow our local Ortho-Bionomy community, organization, passion to teach the principles, and ease. The instructors who travel generally enjoy teaching and being with the students and family. Most instructors either currently coordinate or have done so, so there is mutual respect. Our goal as a coordinator can be to create an environment that allows the instructor the flexibility they need for their personality and teaching style. They know having a small class is not necessarily a failure on the part of the coordinator, it is what it is. And that is much appreciated. We have instructors that really support our community, and it is beautiful. Sometimes they are willing to teach a class knowing it will not be big, but that it is supportive of the local community. This is a partnership, and getting the opportunity to spend time outside of class with the fabulous people that come to teach is one of our benefits as a coordinator.

It is nice to check in and see if there is any bodywork or support the instructor needs when they get in. Many instructors do not get the opportunity to get bodywork outside of a feedback/evaluation session, so it is nice to be able to support them when they do not have to be “in instructor mode.” Try to follow the instructors lead on conversation at dinner and down time. It is important that they have time to not be in instructor mode, so try to not bring up “business” during downtime unless they bring up questions or follow on for the next day.