



**PEDIATRIC ORTHOPAEDIC SOCIETY
OF NORTH AMERICA**
9400 W Higgins Road, Suite 500, Rosemont, Illinois 60018
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The following is the outline of responsibilities for the tutorials.

Education Committee

- Recruits Tutorials
- Schedules and confirms a list of tutorials which are then publicized in the *eNewsletter*.
- Reviews and updates evaluation form.

Headquarters office

- Sends the tutors an application and a list of the responsibilities of the office, tutor and attendee.
- Posts tutorial description on-line
- Handles registration and collection of fees. – Tutor may elect to do this – see application
- Keeps a waiting list in case of cancellations.
- Keeps the Tutor updated on registration and sends him/her evaluation form
- Tallies Evaluations and prepares evaluation report
- Forwards (after the course takes place) tuition paid by attendees to tutor to defray costs.
- Maintains a History of tutorials and updates the Education Chair

Tutor

- Provides the title and brief description of the tutorial (no more than 50 words)
- Sets the minimum and maximum number of attendees needed to conduct the tutorial.
- Makes the arrangements with a hotel for a block of rooms
- Makes the arrangements for transportation to and from the hotel and location of the Tutorial
- Planning meals (The meals can be the responsibility of the attendee but they need to be notified of that. *)
- Provides any handouts
- Distributes tutorial evaluations and return envelop prepared by headquarters office and “encourages” attendees to complete them before they return home.
- Contacts the attendee with regards to the details of the tutorial including location, time and hotel arrangements (if applicable).

Attendee

- Responsible for paying registration fee and his/her own travel to the site and hotel and meals.*

Yours truly,

Teri Stech
Executive Director