

AIS Northwest, LLC  
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If you interested in a hosting a seminar at your school or organization, contact **Joshua Morton** at (206) 992-4029 or **Susan Guttzeit** at (360) 738-9800 or email us at [aisnw@comcast.net](mailto:aisnw@comcast.net).

### **Host Requirements**

- Find and acquire suitable teaching space for a minimum of 10 attendees.
- Handle all marketing and attendee recruitment.
- Manage all aspects of registration including cancellations.
- Communicate all necessary information about the seminar with regard to location, directions etc. to the attendees in a timely manner.
- If the seminar is a semi-private and/or local event, travel costs may not apply.
- If the seminar requires travel, the host will arrange for lodging and transportation.

### **Host Benefits**

- Financial: 35% of seminar net income after expenses.
- Free seminar attendance for one person/10 students with full credit given.
- Referrals and links to your Web site.