



National Association of Professional Band Instrument Repair Technicians, Inc. NAPBIRT

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How to Plan a Regional Clinic

So you want to host a clinic, GREAT! Now What!?

A typical Regional Clinic is a one-day event, usually held on a Saturday, from 8:00am-4:30pm, consisting of four, 90-minute sessions. This allows for two 30-minute breaks and a 60-minute lunch period. The format is not set in stone. In the smaller setting of a Regional Clinic, fewer clinics with more than 90 minutes each allows for more hands-on experiences and time to really get into a subject. The 90-minute time frame is a healthy breaking point for better concentration.

Be creative!

Here are the basic steps:

Get a date on the calendar

Contact the NAPBIRT office to confirm the date. As we all know, “time flies” so do it early to assist in planning for clinicians. Once we get a confirmed date, we will put a **Regional Clinic Notice** on the NAPBIRT Website. Then, when all the details are worked out, the clinic will be opened up for registrations.

Location

A typical Regional Clinic is held in a repair shop or another part of a music store where access to the shop and tools is convenient. Attendance generally runs from 10 to 30 technicians depending on many things such as topics, location, date, etc. If you feel your shop may be too small, try an alternate location such as a school. Most repair techs have good relationships with the band directors, although that relationship is not necessary. As a taxpayer, you should be allowed to use the building and simply need to complete a “Building Use Form”.

Keep financial costs in the forefront

Regional Clinics serve several purposes. First and foremost: to share information and learn/review repair techniques. The clinics are also primary revenue generating events for NAPBIRT. Therefore, we want to minimize costs as much as possible. Please utilize local or nearby clinicians. NAPBIRT maintains a database of clinicians and volunteers so you should ask for help if needed. The Executive Director has final say as to whether a clinic moves forward based on the projected expenses of the event. Do not assume all expenses will be reimbursed. Get approval in advance.

Expense Reimbursement Policy

30% of paid registration is available for clinic expenses. The Host will determine how reimbursement money is to be spent. Receipts are required for NAPBIRT to reimburse expenses. For example:

Clinic Registration:	\$80.00 (current Early Bird Rate)
10 paid registrations:	\$800.00
30% for expenses:	\$240.00 available to cover clinician lodging, travel, etc.

The average administrative cost of a Regional Clinic from inception to final distribution of CEU's and clinician feedback is \$600.00. At \$80.00, a clinic requires 11 paid registrations to break even.

Clinics & Clinicians

You may have ideas on what clinics you would like to present or have presented by other clinicians. There are many types of clinics to have: hands on, classroom style, one clinician presenting all day or two different clinicians presenting. If you have not yet presented a clinic, then you should seriously consider becoming involved in this process. A very popular clinic session is: “Shop Layout and Management.” Many technicians are interested on how other shops keep on top of the constant flow of instruments in and out of the workplace. Since you are already doing this on a daily basis, you can share your ideas on shop procedures and explain what works for your particular situation.

After the selection of clinicians and clinics, we will need to gather details such as biographies, clinic descriptions and a good-quality digital color photo of the clinician(s). Again, our database maintains a history of past clinicians and their clinic descriptions as well as photos. It's important that we have the most current information on file to ensure accuracy when we promote your clinic. This part should be completed by early summer to ensure that your clinic gets on the calendar.

Sell it

Once the planning is complete, NAPBIRT will do the vast majority of marketing for your event. It will be posted on our website and in the TechniCom. In addition, email reminders will be sent out on a regular basis and targeted to members in your area as a reminder about your clinic.

You have access to non-member technicians in your area that we do not know about. Our primary purpose is to share information. Please invite those in your area to attend your clinic. The registration is open to anyone and membership is not required to attend clinics. Make sure they know that we don't "pressure" people to join NAPBIRT - it's entirely their decision. However, we would certainly welcome non-members to join as this would hopefully result in better skills for all technicians, more awareness of the trade and possibly an overall higher quality of repairs being performed in your area. Again, if you need help or ideas, let us know.

Hotel Accommodations

In today's internet world, most people are used to making all their own hotel arrangements. It's not necessary for you to gather this information. However, if you have any hotel recommendations, we will certainly include it with the clinic information.

Leading up to the big day

The NAPBIRT Office handles all the registrations. If someone contacts you about registration, simply guide them to the website or have them call us: 309.452.4257 and we will do the rest. About 6 weeks prior to your clinic date, we will begin sending you a series of emails dealing with the status of your clinic. You are welcome to request any additional information at any time - just contact us.

We suggest you do a follow-up with incoming clinicians to confirm that you have what they may need and make any arrangements necessary.

Clinic Day

This is your day to shine, show off your shop and strengthen your friendships with fellow technicians. On the day of the event you may consider providing refreshments during breaks (i.e. coffee, donuts, water, etc.) but it is **not a requirement**. At lunch time, help people find a restaurant and be available for directions and suggestions, or provide a printed map. If you choose to provide lunch, let us know so we can include this information in the clinic schedule.

After the Clinic

Congratulations, you have just played an active part in your organization by hosting one of the premier events of NAPBIRT. As they say, "you only get out of it what you put in" and now you know firsthand. You have learned by organizing and possibly teaching a clinic and have spread the education to others by facilitating this event.

Please collect the CEU Evaluation sheets and send them back to NAPBIRT along with any pre-approved expenses for reimbursement. Send pictures of the clinics to the office and write an article to showcase your event. If you wish, have a volunteer participant write the article from their point of view. Articles can be submitted by going to the NAPBIRT Website: www.napbirt.org and clicking on the **Submit An Article** link.

As always, do not hesitate to contact the NAPBIRT office anytime along the way. Together, we can move the planning process along to ensure a successful clinic experience.

Thank you for taking a leading role in NAPBIRT.

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