



Investment Information Sheet

Keynote Speech

Length

30 to 45 minutes

Fee

\$1,500 plus expenses

Seminars/Workshops

Length

Break-Out Presentations (30 to 90 minutes)

Half-day (2-3 hours)

Full day (4-6 hours)

Fee

\$3,500—\$5,000 plus expenses

Note: *Two-days can be presented. We recommend a day of formal seminar presentation followed by breaking the class up into three or four groups for a second day of more personalized hands-on work-shops and tutorials that address their individual needs more directly. Call for pricing and availability.*

Preparation and Customization: All clients must submit a completed questionnaire along with other pertinent information in advance of the seminar date. The seminar is tailored to your specific educational needs based on this information. Actual examples are used throughout the presentation as exercises and to illustrate or dramatize ideas presented in the classroom. In addition, we further customize by going through the course agenda with you and having you tell us which items you want stressed and emphasized. *There is no extra charge for this customization.*

Number of Students: Recommended number of participants is 6 to 25 per class for the base price. There is an additional materials and preparation fee of \$25 per attendee for each above 25.

Terms: A 50% nonrefundable deposit authorizes HBA to begin preparation and customization of your seminar and puts a firm hold on the dates you request. Balance due net 30 days after presentation of seminar.

Expenses: Client is billed at cost for all out-of-pocket expenses including long-distance telephone calls, fax transmissions, Federal Express, and/or messenger service.

Client must provide prepaid hotel reservations and prepaid round-trip plane tickets from DFW Airport (Dallas/Ft. Worth, TX). For speaking engagement sites within a 250 mile driving radius a prepaid transportation fee up to \$300 is applicable. The exact amount will be included in your quote based on specific location.

Text: Most workshops have a corresponding textbook which is recommended (but not required) for seminar attendees. We provide checklists, samples, and other study materials to students during the seminar at no extra charge; these handouts cover all important topics. The list of recommended books can be found at our website on the Resources page. If desired the books may be purchased directly from Amazon Books using the links provided on the Resources page of our website.

Clinics: To maximize the effectiveness of training some clients request a follow-up clinic at one or more locations. The clinics typically have 6 to 15 attendees and provide hands-on analysis and problem-solving for specific projects in progress. Fee and logistics are the same as for the full-day training seminar.

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