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**Womb Surround Process Workshop with  
Ray Castellino, DC, RPE, RCST and  
Gitte Larsen, RPP  
At Gitte's home in Malling, Denmark  
Friday-Tuesday 14-18 July, 2017**

Hi and welcome! We're glad you can attend the Womb Surround Process Workshop.

**You have filled in the womb surround form, thank you!**

**SCHEDULE & COMMITMENT:**

You must commit to attending all days, leaving your schedule open in case they run late.

**Arrival and start times:** Starting times are given and are firm. It is important to arrive early and be ready to begin by the listed start time. Please do arrive fifteen minutes early as listed so you will be seated and ready to go, snacks put away, a cup of tea prepared, etc. If you are flying in, please allow an extra two hours more than it would take to get from the airport to the site in case of plane delays; for workshops that begin in the morning, please plan to fly in the previous night.

**Snack and lunch breaks:** You will be given snack breaks (bring your own snacks) and one and a half hour lunch break. Sometimes the group decides to take a shorter break the last day.

**Ending times:** Please do not schedule activities in the evening as the end times the first 4 days will depend on the group process. *All participants must commit to staying until at least the listed end time for the last day, or the end of the workshop, whichever comes first.*

	<b>Please arrive by:</b>	<b>Workshop starts promptly at:</b>	<b>You will be finished by around:</b>
<b>First Day</b>	8:45 AM	9:00 AM	6:00 PM - 8:00 PM
<b>2<sup>nd</sup> Day</b>	8:45 AM	9:00 AM	7:00 PM - 9:00 PM

<b>3<sup>rd</sup>-4<sup>th</sup> Days</b>	8:45 AM	9:00 AM	8:00 – 10:00 PM
<b>Last Day</b>	8:45 AM	9:00 AM	2:00 PM

**COST & PAYMENT (see deposit just above for info on how to secure a space)**

**PAYMENT:**

Payment is by paypal to [Sandra@castellinotraining.com](mailto:Sandra@castellinotraining.com) (as commercial)

The workshop costs \$1400 (up to \$50 discount available – see below).

This is for tuition only and does NOT cover the lodging or food

**\$50 discount** if full payment is received 2 months ahead (14 May). Discount is also given if full payment is sent by the day after signing up even if this is less than 2 months in advance.

**PHONE**

If you are delayed, call Gitte's cell phone at +45-51-90-03-71.

**VIDEO RECORDINGS**

**Unless you request otherwise, all sessions are videotaped** by one of Ray's assistants. Video files playable on any computer are available for your session for those who wish to purchase them. Cost is \$45 for your session, \$25 for your debrief and \$25 for any other debrief you wish to order. You can request these on a flash drive which we supply, which you can leave with at the end of the workshop. **If you want to order your session and debrief, please bring \$65 US cash with you.**

**OTHER REQUIREMENTS**

Please do not use alcohol, recreational drugs, cigarettes or nicotine during the day before or during the workshop including during lunch & evening breaks. That means participants cannot smoke, use alcohol or recreational drugs for 6 days.

Please do not use any perfume, aromatherapy oils or strongly scented shampoos, deodorant or aftershave.

**SNACKS:**

Please **bring snacks that do not need to be heated.** There will be a morning and afternoon 10 min bathroom/ snack break.

ACCOMMODATIONS – Contact Gitte for informations about lodging, directions, transportation

### **FOOD AND DRINK**

**We will supply both hot and cold water and tea bags. We suggest bringing your own water bottle.** There is some space in the refrigerator on site in addition to the full kitchen with a stove, oven, and sink. **You may bring any food you like that does not need to be heated in any way. Vegetarian food only may be heated.** Ray is a strict vegetarian and so there will be **no cooking, microwaving, steaming, etc of any meat, fish, fowl or eggs.** Dairy is fine and has no heating restrictions. Pre-prepared food containing the items that are not to be heated is fine. **The reason for the non-heating restriction is to keep non-vegetarian odors out of the seminar space.**

### **CERTIFICATE OF ATTENDANCE:**

Sandra emails receipts for payments as she receives them.

We do not offer any official continuing education credits other than the contact hours for nurses.

We provide a certificate of attendance at no cost, which you will receive at the end of the workshop. This works for several continuing education programs.

If you don't take the certificate home and request one later, there is a \$5/ charge for mailing it to Europe so please take the certificate with you.

### **CANCELLATION POLICY**

**The \$210 / \$200 deposit is non-refundable.** If you cancel, the cost to you depends on whether we can fill the workshop and when you cancel. Please give Sandra as much notice as possible. She may be able to find someone to fill the workshop and thus save you money as well as provide opportunities for others who wish to attend a workshop.

**The date of cancellation is considered the date that Sandra processes and confirms your cancellation.** This is best done via a direct phone call to 805-687-2897. You may send a cancellation via email if you like, but it may take up to several days to be processed, if Sandra is out of email contact temporarily.

**If the workshop fills, \$110 (cc) / \$100 (check) is a cancellation charge and \$100 credit will be given toward a future process workshop with Ray.** At your request, anything you have paid beyond that will be refunded within 2 weeks of the first day of the workshop at the discounted (non-cc) rate, i.e. for those who paid by cc, we keep the difference between the amount you paid and the discounted amount. For example, if you paid \$1200 by cc, you could receive a refund of \$950 (\$1200-200 -50) plus a credit of \$100 toward a future workshop with Ray.

**If the workshop doesn't fill, the cost to you is as follows.** If you have paid more, at your request it will be refunded within 2 weeks of the first day of the workshop, OR you can apply your refund to a future Process Workshop, OR contribute it to BEBA. If you have not paid what is due, it will be due within 2 weeks of the beginning of the workshop.

2 months' or more notice: \$200 if paid by check  
6 weeks' or more notice: \$300 if paid by check  
1 months' or more notice: \$400 if paid by check  
3 weeks' or more notice: \$500 if paid by check  
2 weeks' or more notice: 60% of discounted price  
1 weeks' or more notice: 80% of discounted price  
Less than 1 week's notice: full cost of the workshop

*For credit card payments, add 5% of fee paid by cc up to \$50.*

**If you have a refund due**, let us know whether you'd like it mailed to you, credited to a future workshop, or donated to BEBA, the non-profit clinic for working with babies, children and their parents that Ray founded and directs.