



Course Operating Manual

Updated August 2022

Overview

The mission of Estill Voice International is vocal empowerment for all and to preserve and protect the world-wide consistency of Estill Voice Training® (EVT) in the studio, classroom, and online. The Course Operating Manual (COM) is an administration and production guide for all EMCIs and EMTs who teach Level 1 & 2 Courses, Introduction and Special Topic Workshops, Certification Training and Practice Groups. The COM also contains guidelines for Trainers, including EFPs, who are serving as event producers and hosts.

“Course Administration” applies to the procedures that standardize the learning and certification activities occurring within a course. “Course Production” applies to the complex mix of decisions and activities that occur in advance and during a course. This document provides guidelines for both *Course Producer (Host)* and *Course Administrator*.

Roles and Responsibilities

Independent Producer: This person is interested in producing an EVT workshop or course who is not part of the EVT community. As such, the Independent Course Producer may not be familiar with how EVT offerings are classified nor with the responsibilities of members of the EVT community in the event production process. In many cases, an Independent Course Producer represents an organization such as a school or association.

Members of the EVT Community: This group includes those who have earned certification in Estill Voice Training®. Progressive levels of certification are Estill Figure Proficiency (EFP), Estill Master Trainer (EMT) and Estill Mentor and Course Instructor (EMCI).

EFPs are encouraged to influence their private teaching with EVT principles and Figures. EFPs are not permitted to present official EVT courses or workshops. They may produce and host courses. EFPs may lead course practice groups for observation purposes in phase 2 of their EMT-C training.

EMTs can present one-day Introductory or Special Topic Workshops for all audiences and single or multi-day Practice Groups for students who have already attended Level 1 and 2 Courses. Special permission is required for an EMT to teach beyond the scope presented here.

EMCIs can present any level of workshop or course to any audience. Only EMCIs may present Certification Training workshops or courses. EMCIs carry additional responsibilities as mentors in the Certification Program. When presenting a Level 1 or 2 Course, they must arrange for Practice Group Leaders. Stipends for EMTs serving in this capacity may become part of the course’s budget. EMCIs may also choose to offer observation opportunities for EMT and EMCI Candidates – “student teachers”. EMCIs can set an enrollment quota and will have unchallenged control over the decisions that relate to Practice Group staffing and certification-related observation opportunities. One seat in every course must be made available, at no charge, to EMCI colleagues who would like to observe.

Estill Voice International, LLC: Estill Voice International (EVI) promotes Estill Voice Training® (EVT) throughout the world and owns the Intellectual Property Rights to the Estill Voice Model (theory) and Estill Voice Training® (curriculum). EVI produces courses & teaching materials for workshops and courses true to the principles and spirit of the Estill Voice Model, as well as the biennial Estill World Voice Symposium. EVI also oversees and maintains the EVT Certification Program with support from its Certification Advisory Board.

Estill Voice International does not regulate fees associated with course production; however, members of the EVT community are constrained by Core Values and Practice Standards that promote collegiality over competition with other members of the EVT community in the region where the course is being held.

EVI does regulate aspects of workshop and course production that pertain to its Certification Program. Presentation privileges vary with EVT certification level. Courses must meet curriculum and learning activity requirements to qualify as prerequisites toward certification. Independent Course Producers may not impose terms on an EVT Trainer that violate EVI’s Core Values, Practice Standards, or Certification Program requirements.

EVI supports promotion of EVT educational and certification activities through its website & various social media platforms. Trainers are encouraged to promote their EVT offerings via their own websites and social media accounts. See pages 20-21 (Appendices F-G) for detailed guidelines on social media advertisements.

www.estillvoice.com: This is the Estill Voice Training® website. “Find a Trainer” provides students and Independent Course Producers with potential presenters’ EVT certification status, contact information, special interests, languages spoken, etc. “Find a Course” leads to an international directory of upcoming EVT offerings. Listings on estillvoice.com facilitate joint promotion through links to websites, brochures, and social media. This website provides access to the processes and forms of the Certification Center and resources within the Trainer Extranet (My Trainer Center).

Estill Voice Training® Offerings with Trainer Privileges and Conditions

Overview

EMCIs and EMTs are permitted to offer Practice Groups, Introductory Workshops and Special Topic Workshops in a classroom setting or online. Only EMCIs are permitted to offer online Level 1 and 2 Courses and Certification Training. All Offerings must be delivered in real-time. Pre-recorded presentations are not allowed. All offerings require the instructor to submit a course posting form via the “My Trainer Center” which generates a link to registration (see page 13 for more details). All participants are required to register via the registration form. Voiceprint is available for purchase at a one-time only discount during registration for all EVT offerings.

Introductory Workshop – a short course-promotion encounter with Estill Voice Training® open to the public. This event is presented by EMTs or EMCIs. EMTs are restricted to multi-hour, single day Workshops. EMCIs may present Workshops that extend beyond a single day. Trainers must use the most updated Introductory Workshop materials and slides provided by EVI in the My Trainer Center / Resources / Promotion / Intro Workshops.

Special Topic Workshop – an introductory or continuing education presentation for groups with specific voice interests (performers, teachers, choral conductors, clinicians, etc.). These workshops may or may not have a course attendance prerequisite. EMTs are restricted to multi-hour, single day Workshops. Only EMCIs may present Workshops that extend beyond a single day.

Practice Group – short sessions of Figure Practice, often presented as a series of meetings conducted by EMTs or EMCIs. Practice groups are open only to those who have completed EVT Level 1 and 2 Courses.

Level 1 and 2 Courses – multi-day encounters with Estill Voice Training® where the complete Level 1 and/or Level 2 curricula are presented. Level 1 & 2 Course attendance is a prerequisite for EVT Certification. Public courses are always taught by EMCIs; Private Courses, open only to students enrolled in an academic institution, can be taught by EMCIs or EMTs with advance permission from EVI. For students in a private course to earn Certificates of Attendance, an EMCI must post the course and supervise any EMTs on its faculty. (Additional information on page 5.) All attendees of public and private courses must complete the 2 Step EVI enrolment process.

Courses must use teaching and presentation materials published by Estill Voice International, LLC, including the Course Workbooks, Course Presentation Slides, Research Videos, Training Videos, and Estill Voiceprint Plus™. Learning activities must include lectures, live and recorded demonstrations, group practice, individual practice (in break-out sessions), and Open Coaching Sessions. Courses must also meet minimum hour requirements for lecture, practice, and application learning activities. The minimum instruction time (excluding breaks and meals) for a Level 1 Course is 18 hours, 14 hours for a Hybrid Level 1 Course, and 10 hours for a Level 2 Course. If these

minimum contact hours are met, a course may be scheduled over as many days, months or semesters as the instructor chooses.

Certification Training – any continuing education session that focuses on advanced applications of Estill Voice Training® in context of certification preparation and open only to those who have already taken Level 1 and 2 Courses. These workshops, or series of practice groups, are always led by EMCIs. Certification Training cannot run concurrently with Level 1 & 2 Courses unless there are two EMCIs present throughout. These EMCIs must assure that Certification Training activities do not compromise the Level 1 & 2 Course experience for students new to EVT.

Informal Promotional event – EMTs and EMCIs may offer short promotional events to generate interest for upcoming EVT courses and workshops. These events may be free of charge and online. There is no course posting form required for these events.

Course Posting and Enrollment Policies

EMCIs and EMTs are permitted to offer real-time Practice Groups, Introductory and Special Topic Workshops in a classroom setting or online. Only EMCIs are permitted to offer online Level 1 & 2 Courses and Certification Training. The following criteria must be met for all offerings:

1. All Workshop, Course, Practice Group and Certification Training offerings must be registered with EVI via completion of the course posting form found in “My Trainer Center”. All postings are subject to review before approval.
2. Public offerings will be posted on www.estillvoice.com within 24-48 hours of approval. Public advertisements may not be made until posting has been approved.
3. Private course registrations via completion of a Course Posting Form are reserved for Educational Affiliates, universities and other academic institutions offering EVT courses or workshops only to individuals already enrolled as students/faculty. These postings will not be visible to the public and the instructor or host is responsible for sending the registration link to the participants in order to register with EVI and purchase the course materials.
4. All Workshop, Course, Practice Group and Certification Training participants must complete a **2 Step enrolment process** by:
 - 1) registering with Estill Voice International for EVT administration tracking, collection of privacy and registration agreements. During registration for Level 1 & 2 Courses, participants, new and returning, must pay the EVT Resources Fee. This fee includes a PDF or printed version of the current course workbook and supports the advancement and quality of EVT materials and technology for courses and certification. The resources fee including PDFs is non-refundable. The resources fee including printed workbooks is

only refundable up to 3-weeks prior to the course start date. (Copy of Registration Agreement appears on page 16)

- 2) paying course fees directly to the instructor/institutional contact provided in the course posting form.

Attendance Policy

Attendance at all Level 1 & 2 lectures and small group practice is mandatory for a participant to receive a Certificate of Attendance. Recording (audio or video) instead of attendance at Level 1 & 2 Courses is strictly prohibited.

Trainers issue a Certificate of Attendance for all other EVT Offerings at their own discretion and in accordance with their personal attendance policies. Trainers develop their own policies for "make-up sessions" when an enrolled participant misses a portion of a Workshop, Certification Training or Practice Group listed for multiple days. Recording of sessions for absentee participants may be permitted if the following criteria are met:

- 1) the participant notifies the Trainer in advance of their absence
- 2) all participants in the group agree to appear in the recording
- 3) use of the recording is bound by the Registration Agreement: "... these recordings are for your personal use only and ... they will not be played, uploaded to web-based media, nor transcribed for anyone else."

Certificates of Attendance

Only Level 1 & 2 Course Certificates of Attendance meet prerequisite requirements for EVT Certification. Certificates of Attendance for all other offerings are provided at the discretion of the Trainer in accordance with their personal attendance policies.

Only EMCI's can issue Level 1 & 2 Course Certificates of Attendance. Private course participants taught by an EMCI will receive Attendance Certificates; however, private course participants taught by EMTs will not receive a Certificate of Attendance unless the course is posted and supervised by an EMCI. All attendees of public and private courses must complete the 2-Step enrolment process.

Per Attendance Policy discussion above, Level 1 & 2 Course participants must attend and participate in all Level 1 & 2 lectures and small group practice activities to qualify for an EVI-issued Certificate of Attendance. EVI Certificates of Attendance for all offerings will be generated immediately after attendance record is verified and submitted via the "My Courses" section in the "My Trainer Center".

Cancellation, Change of Date, and Refund Policy

Trainers must write their cancellation and refund policies into the Description of the Course Posting Form and in all correspondence with participants and hosts. In case of

Trainer cancellation, delete the offering in “My Courses” or contact cmager@estillvoice.com to reschedule a current course posting. Consult the Course Calendar in the My Trainer Center before rescheduling the course. There are no refunds for Resources Fees due to Trainer or participant cancellation of courses.

EVI offers a free transfer service for participants from canceled courses to a future course offering with the same Trainer or a different Trainer. The instructors of both courses must agree to the transfer and contact EVI in advance of the new course date.

Resources Fee refunds from EVI will not be given to participants who transfer themselves to new courses and pay the Resources Fee twice.

Course Production Specifics (Can be adapted for all offerings on- and offline)

The planning process involves both Course Producers and EVT presenters. Choosing a course or workshop influences decisions from choice of venue to per person costs of course handouts and expenses. Sample questions:

- What do we want to produce? A large enrolment public Level 1 & 2 Course or a “boutique” or “pop-up” course for a small group of students?
- Is there need for a series of Introductory Workshops or Special Topic Workshops to build interest to fill a Course in future?
- Is there a sponsoring or partnering organization with its own venue, pool of potential participants, with interest in sharing or mitigating production expenses?

Most expenses associated with producing a Level 1 & 2 Course will vary with enrolment:

- EMCI fee (Fixed)
- Venue Expense (Variable). Large enrolment requires addition of break-out rooms. If space in a venue is restricted, an enrolment cap would be required.
- EMT Stipends (Variable)
- Purchase and printing of course folders & handouts (Variable)
- Accompanist fees (Variable)
- Snacks, drinks for breaks (Variable)

EVT Certification Core Values and Practice Standards influence planning:

- EMCIs and EMTs must **communicate all fees** and reach agreements to their terms in advance of providing services. This policy applies to private students and independent Course Producers. (Sample Contract appears on pages 11-12)
- When participants pay a fee to attend events, workshops, or courses, **cancellation and refund policies** should be clearly stated in all promotional materials.
- EMCIs and EMTs are expected to check “Find a Course” listings or the My Trainer Center Calendar and consult regional EVT Community colleagues in advance of any planned event to **avoid scheduling conflicts and explore opportunities for joint and reciprocal promotion.**

- Independent Course Producers may have venue and dates in mind *before* choosing an EVT presenter. In such cases, hosts should expect that the EVT Presenter will consult regional colleagues in advance of agreeing to dates.
- If the Independent Course Producer is negotiating with more than one EVT presenter at the same time, Estill Voice International requests that producers disclose names of all EMCIs and/or EMTs with whom they are negotiating to all EMCIs and/or EMTs involved. Specific financial details of these negotiations may be kept confidential.
- **Course promotion activities may begin after a Course Posting Form has been submitted and approved.** The online EVI Course Posting Form should be submitted as early as possible for assignment of Course Number, approval, and posting on www.estillvoice.com. So long as the category of offering, presenter, city/town, and dates have been decided, specifics of a venue can be left “to be announced”.

Summary of Key Planning Components (not necessarily chronological):

- Identify an audience & choose the offering
- Identify possible dates, venues and presenter/s
- Create a budget for planning purposes (see page 10)
- Sign contracts with Presenter, Venue, etc. (see page 11)
- Set up an accounting system for income & expenses, tax records
- Decide on system for processing registration fees (PayPal, bank transfer, other)
- Determine cancellation and refund policies.
- Complete Course Posting Form (see page 12)
- Promotion can begin after the Course or Workshop is approved and appears in “Find a Course” on www.estillvoice.com. EMCIs and EMTs can provide Course Producers with information about promotional graphics.
- Create system for reconciling “Step 1” EVI registration, agreements, and course workbook purchases with “Step 2” payments directly to course producer.
- Create templates for pre-course communications – including food allergies that might influence snack menu.
- Prepare name tags and all course handouts including Course Evaluations, templates for attendance certificates for those requiring evidence of continuing education for professional development.
- Receive Workbooks shipped from EVI and set up for Day One Registration
- Create a mechanism for SNACKS (catering, work-study, etc.)
- Engage Accompanists for Open Coaching Sessions
- Prepare for end-of-course administration: facilitate participant contact post course for practice and networking, authorize release of Certificates of Attendance from EVI for Courses/print out certificates for professional development credit, collect and compile Course Evaluation feedback.
- Post-course communications: Send off a “thank you for attending” email participant contact information attached for those who release this information
- Submit Attendance via your “My Courses” participant roster to automatically generate and send Certificates of Attendance

Course Responsibilities sorted by Production and Administration

Course Production	Course Administration (EMCI Functions)
<p>Find a Presenter: Only EMCIs lead public Level 1 & 2 courses.</p> <p>Set Dates & Daily Schedule</p> <p>Find a Venue:</p> <p><i>Space for lectures</i> with media support including computer projection of presentation materials that include audio and video examples.</p> <p><i>Break-out rooms</i> for Small Group Practice (one per every 10-15 participants).</p> <p><i>Space for Open Coaching</i> with Piano and/or equipment to play recorded accompaniments.</p> <p>Determine a Payment System for Course Fees.</p> <p>Set up a Course Budget in coordination with the EMCI.</p> <p>Sign contract with EMCI for Presentation Fee and travel/lodging expenses.</p> <p>Plan ahead for:</p> <p>Materials: Participants will purchase Workbooks directly from EVI. Local printed materials will include: nametags, folders, folder labels, course handouts, restaurant suggestions for lunch, etc.</p> <p>Piano: May need to rent, pay for tuning.</p> <p>Hire Accompanist for Open Coaching. Option to provide sound system for playing recorded accompaniments.</p> <p>Snacks for Breaks: Days are long and refreshments welcomed: Tea, coffee, juice, fruit, crackers, cookies, granola bars, etc.</p> <p>Registration Table: Course roster for sign in, Name tags, Folders with handouts, Workbooks,</p>	<p>Submit Course Posting Form: This process assigns the official course number, posts the course to “Find a Course” (if Public), creates EVI “Step 1” registration links (both Public and Private), and initiates student admin functions for registration, agreements, privacy options, Workbook orders, and Course Attendance Certificates. (This is typically done by the EMCI, but EVI can grant Guest Host Access to a course producer.)</p> <p>Monitor Course Registrations:</p> <p>To track enrollment, determine number of breakout rooms.</p> <p>To confirm Vocal Health, Copyright and Recording Agreements as well as Privacy policies and choice to opt in or out of future contact from EVI. (see Appendix D, page 13 for text of Registration Agreements)</p> <p>To reconcile course fee payments with EVI Registrations.</p> <p>Remember that printed Workbooks are not available for purchase to those registered within 3 weeks of the course start date. Instructors will see a “Buy 5 Books” button if they wish to add this inventory when participant’s pre-purchased books are shipped.</p> <p>Supervise Small Group Practice Sessions:</p> <ul style="list-style-type: none"> ○ Set the ratio of participants to group leaders. ○ Recruit EMT Practice Group leaders. Obtain agreements in advance between EMTs and Course Producer for any stipends paid out to EMTs as part of the course Budget. ○ Respond to EMT-Cs requesting observation opportunities, determining how many EMT-Cs can be included in the course staff and how many sessions each

<p>Make & Move Larynxes*, office supplies, etc.</p> <p>*assembly of these paper larynx models will require transparent tape (at least one per table)</p>	<p>gets to lead. Obtain advance and confidential agreements re observation fees paid to EMCI by EMT-Cs.</p> <p>Course Handouts: (edit and print in advance)</p> <p>Schedule Video View (in Resources) Attractor State Worksheet (in Resources) Level 1 Option Chart (in Resources) Level 2 Option Chart (in Resources) Presenter & Team Bio Notes Course Evaluation Forms (in Resources) Lyrics, Poems, Passages, Songs</p> <p>Course Evaluations: Remind participants to complete these forms and collect them at the end of the course.</p> <p>Post-Course EVI Admin: Go to My Courses and check off all attendees who qualify for a Certificate of Attendance for the course as listed. If an attendee signed up for a combined Level 1 and 2 Course but completed only the Level 1 or Level 2 portion, then the EMCI must choose an alternate certificate from the drop-down menu next to the participant’s name in the list of registrants. <u>AFTER</u> all appropriate certificates are assigned, “Submit Attendance”.</p>
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APPENDIX A: Sample Budget

	Unit	Unit Price	Unit Total	Comment
<i>Income</i>				
Full Course Fees				
Early Bird/Reviewer Fees				
Student Fees				
Sponsors				
Total				
<i>Expenses</i>				
Venue Rental				
A/V fees +/- or rental				
Piano tuning & rental				
EMCI Teaching Fee				
EMCI Travel/Lodging				
Producer Profit Share				
EMT Group Leader Stipend				
Accompanist				
Advertising Expenses				
Flyer Printing				
Course Folders & Printing				
Food for Breaks				
Misc.				
Total				
Total Income				
Total Expenses				
Final Profit				

APPENDIX B: SAMPLE Course Contract

This is a **SAMPLE** to be translated and adapted. Course Producers (Event Organizer) and Course Administrators (Independent Contractor/Presenter) are expected to negotiate all details, terms, and payments.

EMCI Business Name

EMCI Name

Address

Contact Information

AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES to present Estill Voice Training® Workshops & Certification Exams

This Agreement is entered into on _____ (mm/dd/yy) between _____ Event Organizer (EO) and _____ Course Presenter Independent Contractor (IC). By signing this agreement, the Independent Contractor is not considered an employee; and this Agreement shall not be construed as creating a partnership or other kind of joint venture between the parties.

SERVICES AND FEES OF INDEPENDENT CONTRACTOR

Work to be conducted:

- IC agrees to teach an Estill Voice Training® *Stipulate Course*

Or

- IC agrees to review certification protocols and to examine up to 10 candidates for Estill Master Teacher on *Stipulate Dates*; the EP understands that additional candidates would require additional fees due to the increased need for time and possibly staff. Such requests will be considered up to 60 days prior to the event.

Venue, Promotion, Production to be provided:

- The EO agrees to handle all arrangements and expenses pertaining to the venue (see Setup requirements below) and advertising/promotion in advance of the course.
- Per the certification agreement set forth between Estill Mentor and Course Instructors and Estill Voice International, the IC will post the course on www.estillvoice.com and manage registration lists and purchase of Workbooks.
- The EO agrees to assume the expense of producing copies of name tags, forms, handouts, schedules, and materials prepared for each participant in the course.
- The EO agrees to assume the expense of providing refreshments for course participants twice a day (may be arranged as part of the venue contract or subcontracted to a responsible party).

Setup:

The EO agrees to provide the following:

- one large lecture space with classroom style setup (tables with chairs) and a piano or electronic keyboard.
- breakout rooms (one per every 10 participants) with chairs
- space for a pre-course meeting of IC, Presentation Assistant, and Practice Group Leaders
- name tags and course packets for the participants
- projector for computerized slide presentation (with PC / Mac adapters and cables)
- projection screen

- sound system to play presentation samples, prerecorded accompaniments, microphone (preferably cordless) for IC, and microphone for piano (or electronic keyboard)
- water available at all times for the participants
- snacks at breaks for participants

Presentation Assistant, Practice Group Leaders, Accompanist:

- IC may bring one Course Presentation Assistant. This Course Presentation Assistant will hold a minimum requirement as an Estill Master Teacher who is also an Estill Mentor and Course Instructor-Candidate and will not present more than one third of the course segments. This Course Presentation Assistant may not receive a fee; however, travel and lodging expenses may be paid by the EO or IO as stipulated below.
- The EO agrees to support the IC in engaging at least one Practice Group Leader for every 10 participants. All Practice Group Leaders will provide computers running Estill Voiceprint Plus.
- The EO *may agree* to provide stipends to Estill Master Teachers serving as Practice Group Leaders as part of the presentation staff. Stipends should defray expenses for travel, meals, and lodging.
Estill Master Teacher-Candidates leading groups to meet certification observation requirements will not receive stipends. EMT-Cs assume all expenses for travel, meals, and lodging.
- The EO agrees to provide an accompanist for Open Coaching Sessions at the end of the day. This accompanist will be paid (if a volunteer is not found) by the EO.

Fees/obligations:

- The EO agrees to pay the IC (*Specify Amount & Currency*) for services rendered.
- This fee is non-negotiable and must be paid in full by *Stipulate Dates*. A deposit (*Specify Amount & Currency*) is due by *Stipulate Dates*.
- The EO agrees to pay for the IC’s *airfare, meals and lodging (stipulate)*.
- The EO *may agree* to pay for a Course Presentation Assistant’s *airfare, meals and lodging (stipulate)*.
- If the event is cancelled by the EO, for any reason (including natural disaster, lack of participants), a cancellation fee of *Stipulate Amount* will be charged. *Stipulate retention of some/all of the deposit and/or payment/refund*.
- The IC may cancel the event at any time for reasons including illness or family emergency. In the unlikely circumstance that this should occur, the event will be re-scheduled, and the overall fee will be reduced by *Stipulate %*. The event will be rescheduled within a 12-month period from the date of the contract.
- The EO agrees to provide the IC with the names and contact information for at least 3 hotels/lodging facilities so that accommodations can be chosen and reserved by *Stipulate Dates*.
- The EO agrees to transport the IC and Course Assistant *to and from the airport and* to and from the hotel/event.

By signing below, all parties agree to the terms set forth in this contract. Please sign and return this contract by *Stipulate Date*

Independent Contractor

Date

Event Organizer

Date

APPENDIX C: Course Posting Form Fields and Clarifications

Estill Voice Training® Course Posting Form - Information Required

This form is completed on www.estillvoice.com, accessible to members of the EVT community via a “Trainer Login” and made accessible to Independent Course Producers, Hosts, upon request. If your contact/host is not an EMT or EMCI, please write cmager@estillvoice.com in order for your contact/host to receive registration confirmation emails as well and gain access to the online course roster.

All Courses, Workshops, Practice Groups and Certification Training presented by EMCI and EMTs are subject to review prior to approval. Allow 24-48 hours for approval.

Form Fields and Clarifications:

Instructor Information

Primary Instructor: Must be an EMCI or an EMT in good standing, chosen from a drop-down menu. Primary Instructor receives registration confirmation emails.

Additional Instructors: EMTs/EMCIs assisting on Workshops and Level 1 and 2 Courses must be listed. Extra space available in the description. Trainers not in good standing may not assist on Level 1 & 2 courses.

Contact Information: Person who answers questions about enrolment, schedule payment, venue, etc. and need not be a member of the EVT community. Contact also receives registration confirmation emails. Contact cmager@estillvoice.com if your Contact is not an EMT or EMCI.

Contact/Host First Name

Contact/Host Last Name

Contact/Host Phone

Contact/Host Email: Contacts/Hosts will receive registration confirmation emails. Only EMT/EMCIs acting as hosts will gain access to participant rosters.

Optional Email Recipients: add any other emails who should receive registration confirmation emails, comma-separated.

Course Location Information

Location Name

Location Address 1: Write ONLINE or studio name when necessary

Location Address 2: Write ONLINE or studio name when necessary

Location City

Location Region (state, province, prefecture, territory, etc.)

Location Country

Scheduling Information

Start Date

End Date

Session Times: time of day in time zone of course, not number of hours per day

Total Course Credit Hours: should not include coffee and lunch breaks

Prerequisites: Level 1 is a prerequisite for Level 2, completion of Level 1 & 2 is a prerequisite for Practice Groups. Foundations of Estill Voice Training in the Online Academy is a prerequisite for all Hybrid Level 1 Courses and all Level 1 & 2 Courses offered in China. Add any additional information required for your Introductory and Special Topic Workshops.

Course Details

This is a private course: Reserved only for Educational Affiliates and academic institutions. Checkmark here indicates the event will not be posted on estillvoice.com, although a registration link and enrolment tracking with certificates are still available.

Create a Studio Link: Reserved for EMTs and EMCIs who want their private studio students to purchase Voiceprint or PDF Workbooks. Level 1 and/or Level 2 must be chosen as the Listing Type. These listings are NOT visible on the website and cannot generate Certificates of Attendance.

Listing Type (chosen from a drop-down menu) When you select a Level 1 and/or 2 you will be prompted to add a Translated Course Name if needed. When you select Workshop, Practice Group or Cert Training, you will be prompted to add a Course Name. Always include ONLINE when necessary.

Course Name: Must include Estill, EVT or Estill Voice Training and can include target audience or application. May also be in language of course. Add ONLINE when necessary.

Hybrid Course Requirement: Use this only when offering a Hybrid Level 1 Course. Participants must complete Foundations of Estill Voice Training in the Online Academy first before gaining access to register with the EVI course link.

Course Language: Choose from a drop-down menu. Indicate in the Course Description that a course will be translated. Even when you choose a course language, participants must choose the language of their Workbooks at the time of registration.

Book Language: Choose from a drop-down menu. Indicate in the Course Description that a course will be translated. Even when you choose a book language, participants can choose the language of their Workbooks at the time of registration.

Book Shipping Zone

Tuition Fee (in local currency)

Tuition Payment Link: This line accepts links only. If you are using an online payment system, enter its full link here. You can also supply payment information in a PDF that is linked from the producer's website. Alternative payment instructions can be added to the course description, per note below.

Description: A standard course description will be generated in the course language for all Level 1 and 2 Courses. **See English copy on next page.** English, Spanish, Italian, French, German, and Russian course descriptions are auto generated. Additional information should be entered here including cancellation, refund and attendance policies. Be as specific as possible. For all other offerings, a detailed description must be entered in this field. Type using the language of your audience. Once the EVT Course or Workshop is posted, the Primary Instructor has access to make edits to the listing.

Copy of Auto Generated Course Description in English:

The Level 1 and 2 Course is for anyone who would like to improve their singing or speaking voice—singers, actors, vocal coaches, drama instructors, speech-language pathologists and other vocal health professionals. Level 1: Figures for Voice Control™ teaches the Craft of speaking and singing and employs exercises that will give you new vocal options for all styles. Level 2: Figure Combinations for Six Voice Qualities™ combines Figure options from Level 1 to produce six voice qualities—Speech, Falsetto, Sob, Twang, Opera, and Belting. This course offers a clear understanding of the voice’s limitless possibilities, along with how to keep it vibrant and healthy. This live course explores each Estill Figure (vocal structure) and Estill Voice Quality (“recipe”) and includes:

- Level 1 Workbook™, Make & Move Larynx™, Level 2 Workbook™, supporting handouts
- Introduction to Level 1: 13 Figures for Voice Control™
- Introduction to Level 2: Figure Combinations for Six Voice Qualities™
- Vocal exercises for range, strength, clarity, and stamina
- Large and small group learning and discussions
- Masterclass/open coaching sessions for repertoire or case studies

Estill Voiceprint Plus™ is highly recommended for this course. Purchase this software (APP) for MAC or PC at the time of registration and receive 25% off the regular price. (This is a one-time offer at registration only).

A Level 1 & 2 Certificate of Attendance will be issued upon completion of this Level 1 & 2 Course. This certificate is one of the requirements for Trainer Certification in Estill Voice Training®.

**Estill Voice Training®, and its parent company Estill Voice International, LLC, has neither an aesthetic nor gender bias and stands for the strengthening of cultural diversity, plurality and inclusion.*

Book Shipping Information (must be filled out even for PDF only courses)

Location Type

Shipping Address: can be instructor or location address, but must have a person there to receive package

Shipping City

Shipping Region

Shipping Postal Code

Shipping Country

Shipping Phone Number

Registration Information

Registration Closed? Yes / No

For circumstances when you are no longer accepting registrations

Offer PDF Only? Yes / No

For circumstances when or where printed Workbooks are not an option. For all ONLINE Level 1 & 2 courses, printed Workbooks will be shipped to the instructor. It is the instructor’s responsibility to ship the Workbooks to the participants for ONLINE courses. We strongly suggest using PDF Only option for all online courses.

APPENDIX D: Course Registration Agreement (also available in course handout package)

EVT COURSE REGISTRATION AGREEMENT (signed online at time of registration)

Estill Voice International (EVI) is providing you with an opportunity to learn and use Estill Voice Training® (EVT) including the Figures for Voice™. We are confident that you will find EVT useful in your speaking and singing. When you register for an EVT course or workshop, you agree to follow the principles outlined below, designed to protect the health of your voice as well as the integrity of this extraordinary work.

Regarding Vocal Health:

The exercises presented in this course are deemed safe for the voice when done correctly and with supervision. Taking an exercise out of its context within the whole of Estill Voice Training® *could* place your voice at risk. It is EVI's mission to promote vocal health; however, we make no claims nor guarantees. You are solely responsible for the health of your voice. Consistent with starting any physical training program, you should:

- 1) Seek the advice of a doctor such as a Laryngologist (an Ear-Nose-Throat doctor who specializes in the voice) prior to participating in this - or any - program of vocal study if you have any concerns about your vocal health
- 2) Notify your instructor if you have ever been diagnosed with a voice disorder or if you suspect that you might have one now. (Your confidentiality will be protected.)
- 3) Invest the time required to learn how to perform each exercise correctly and at "most comfortable vocal effort" under the supervision of an Estill Master Trainer or Estill Mentor and Course Instructor.

Regarding Copyrights:

- 1) All EVT materials, books, papers, pamphlets, video and audio media and their contents, logos, and visuals are copyrighted and proprietary and cannot be reproduced in any form without the express written consent of Estill Voice International. Please visit <https://store.estillvoice.com/> for teaching materials available to the public.
- 2) Use of Estill Voice Training® logos as part of your professional marketing absent official EVI certification is prohibited. You may list the EVT courses and workshops you have completed in a curriculum vitae as evidence of professional development. A "Certificate of Attendance" does not qualify you as an EVT teacher or practitioner.

Regarding Recordings:

Should your Course Presenter grant you permission to record any portion of the course (audio or video), your signature below indicates your agreement that these recordings are for your personal use only and that they will not be played, uploaded to web-based media, nor transcribed for anyone else.

APPENDIX E: Course Planning & Production SAMPLE Checklist

At least 3 MONTHS prior to Course:

Host	EMCI	
—		Draw up and sign Contract with EMCI (see Appendix B in COM)
	—	Submit Course Posting Form (Online, see Appendix C in COM)
—		Create Budget (See Appendix A in COM, Excel file is in Resources/Course/Production)
—		Reserve Venue – Large room with desks/table, Practice Rooms for Small Groups
—		Secure Participant Lodging—Blocks of hotel rooms, hostels, dorms...
—		Arrange Travel, Lodging & Meals for EMCI
—		Apply for Professional Continuing Education Credit, if applicable
—		Plan Advertising Campaign – Social Media, E-Blasts, Flyers, Brochures
—		Create Brochure/Flyer (see samples in Resources/Promotion/Brochures & Flyers)
—		Secure Mailing/E-mailing Lists (purchase independently &/or check with EVI)
—	—	Plan process to reconcile Step 1 EVI Registration & Step 2 Course Fee Payments
—	—	Create templates for pre-course communications (confirm registration, fees received/due, directions, reminders to bring music/monologues for Open Sessions or other activities specific to course)

Approximately 1 MONTH prior to Course:

Host	EMCI
___	Purchase Folders
___	Provide Host with materials to be edited and printed: name tags and folder contents: Folder Labels, Course Schedule, Song Sheets, Bio Notes, Course Evaluations, etc.
___	Organize additional materials for participant folders: promotional materials from sponsoring organization, Chamber of Commerce Brochures, directions to local restaurants (menus, as available)
___	Reserve/rent Piano
___	Reserve/rent Data Projector (if EMCI is not providing)
___	Reserve/rent Sound System if needed
___	Hire Accompanist for Open Sessions
___	Reserve/Arrange Food & Beverages for Breaks
___	Plan one common dinner or outing (optional)

During WEEK prior to Course:

Host	EMCI	
___	___	Finalize Participant List
___	___	Draft attendance document with instructional contact hours for participants seeking Professional Development credit from employers/licensing agencies
___		Print Name Tags (Word template available on EVTS2)
___		Collate, Course Schedule, Handouts, and Assemble Folders
___		Draft Participant Contact Sheet (for participant editing and distribution)
___		Purchase foods & beverages for breaks
___		Assemble supplies for Make & Move Larynx assembly

DURING Course:

Host EMCI

- Manage Practice Group Leaders, Observation Feedback to EMT-Cs
- Prepare final version of Course Roster
- Edit Participant Contact Sheet in accordance with permission and preferences of each person listed, print, and distribute
- Print and Sign Professional Development certificates
- Collect Course Evaluation Forms, and make 1 set of copies

FOLLOWING course:

Host EMCI

- Release Attendance Certificates to all who completed the course from registrations list in My Trainer Center/My Courses.
- Send out “thank you” and “don’t forget to practice those Figures” email to all who attended and granted contact permission.

APPENDIX F: Social Media Promotion and Estill Trainers

Trainers at all levels must comply with their certification agreements when participating in groups or forums on social media platforms.

Use of “Estill”, “Estill Voice”, “Estill Voice Training”, “EVT” or “EVI” in the names, URLs, or titles of individual, personal or business websites, email addresses, and social media accounts including but not limited to Instagram, TikTok, Twitter, LinkedIn and Facebook is strictly prohibited without a formal licensing contract with Estill Voice International, LLC.

The Estill Voice Training® Logo and Trainer Badge should be present, without manipulation, in all social media promotions. Trainers are responsible for communicating guidelines to event hosts and promoters. Only Employees of Estill Voice International may use the EVI or special “Estill Voice” logos.

Our official hashtag for tagging, sharing & citing is #estillvoice, @estillvoice.

Use of “**Estill Network (insert country/region name here)**” for group networking via Facebook will be permitted when all the conditions below are met.

Guidelines for Estill Network Groups on Facebook:

1. Estill Networks must be set up as "Facebook Groups"; **"Facebook Pages" are prohibited.**
2. Network Facebook Groups must be administered by a group of 3 Trainers in good standing with EMT or EMCI levels of certification.
3. Group names must begin with “Estill” and include “Network” with the name of the country or region, e.g. “Estill Network Pittsburgh” or “Estill Pittsburgh Network”.
4. Estill Network Groups must be marked "visible" with membership freely granted to Trainers and EVT Course attendees where applicable.
5. An EVI representative must be included in the group. Contact info@estillvoice.com
6. Estill Network Groups must follow Facebook Group rules as well as EVT Core Values and Practice Standards.
7. Estill Network Groups must promote regional EVT opportunities and discussions, offering equal access to any Trainer with an Estill Workshop, Practice Group, or Course to promote.
8. When these guidelines are followed and as the group’s platform allows, EVI will promote the Estill Network Group by pointing/linking to it from the official Estill Voice Training® Facebook page and www.estillvoice.com.

APPENDIX G: SOCIAL MEDIA POSTING POLICY – Updated August 2022

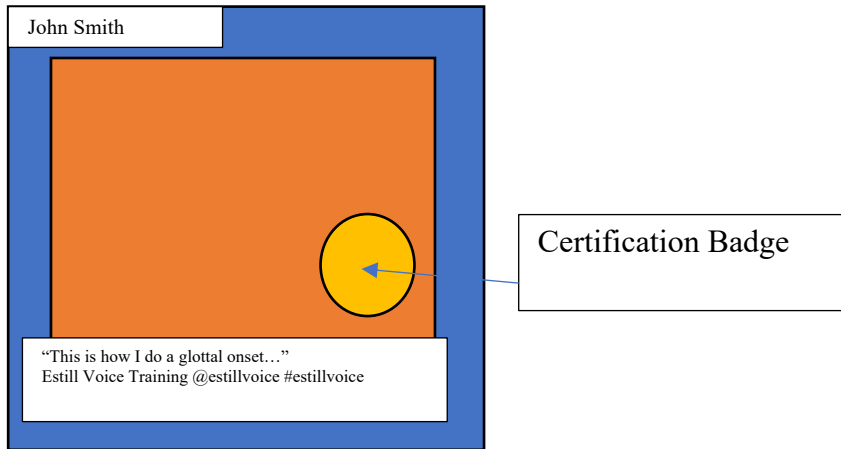
We are grateful for your promotion of Estill Voice Training®. It is important and right to acknowledge the source of the information you choose to share.

Policy #1: Include 2 out of the 3 options in all posts

Visual, Vocal, & Written Acknowledgment/ Citation of Estill Voice Training®

- Aurally acknowledge the information you are discussing is Estill Voice Training®.
 - Ex: “How do you do a glottal onset? Estill Voice Training® teaches us that...”
- Visually represent your certification level with your certification badge overlaid on your videos
- Cite Estill Voice Training® in your caption

Ex:



Policy #2

No Sharing of Estill Voice Training® Course Materials, Slides, Handouts, or Workbooks

- Your post should be “in your own words.”
- Do not directly quote, transcribe word for word any Estill Voice Training® materials

Policy #3

Aurally and/or visually link to the official Estill Voice Training® social media accounts and hashtag #estillvoice

- Facebook, Twitter, Instagram, LinkedIn, YouTube: @estillvoice
- Official Estill Voice Training® hashtag: #estillvoice