**2019 Conference Workshop – Instructions/Guidelines and Expectations**

**Workshop Proposals: Guidelines/Expectations**

**Selection Criteria:**A limited number of workshop spaces are available. Submissions will be reviewed with attention to the following criteria:

1. Relevance to one or more of the areas of competency identified in the MI-AIMH Endorsement® materials that lead to culturally sensitive, relationship-based practice promoting infant mental health (IMH).

2. Clarity, organization, originality and innovation.

3. Relevance to the program theme: “Relationships Heal: The Transformative Power of Connection”

**Terms of Presentation:** MI-AIMH will support presentations and provide limited access to audio visual equipment (projector and screen) and access to logistical assistance through Special D Events. There is a maximum number of six speakers allowed to present per workshop. Speakers must be ready to present at ANY point during the conference. Due to space constraints, we are unable to accommodate intimate workshops less than 50 attendees. The setup of the meeting room will be determined by the workshop popularity during registration. Only submissions that are fully completed and include everything requested will be considered.

Workshop presenters are expected to register for the conference at member rates. Final workshop selections will be made early December 2018.

**Instructions & Steps**

These are the chronological steps for submitting a conference workshop proposal:

**STEP 1:** Read through this document and determine if you would like to submit a proposal

**STEP 2:** Start the process by completing the online **Initial Application**. This will inform the Conference
 Committee that you intend on submitting a full proposal. The Initial Application DEADLINE is
 September 24, 2018. This is a short online form, link is on Page 2.

* This **Initial Application** form needs to only be completed once and only by the Lead Presenter.
* Once this form is completed and submitted, the Lead Presenter will receive an email from the Workshop Committee with the link needed to complete the **Full Conference Workshop Proposal.**

**Initial Application Requirements**

This information will be required when completing your online Initial Application:

1. Lead Presenter name, email and phone #
2. Draft Title of Presentation
3. Draft short explanation of workshop proposal
4. Content Topic Area (can select more than one):
	1. Research; early childhood education; reflective supervision; social work practice; child welfare; diversity; 3 to 6 population; administration; MIHP; mindfulness; fatherhood; development; assessment; intervention and trauma

**STEP 3:** Gather of the required information that is needed to complete the Full Conference Workshop
 Proposal submission. All of the items are listed on Pages 2-4.

**STEP 4:** It is recommended that you participate in the Support Calls provided and review the Tip Sheet.

**STEP 5:** When you are ready, complete the online Full Conference Workshop Proposal Submission –

 DEADLINE October 5, 2018

 NOTE:

* The system will allow you to start entering information online and SAVE and CONTINUE
* To locate the Save and Continue, scroll down to the bottom of the form and you will see the link there.
* If you choose to Save and Continue – you will be prompted to copy a unique link – or – enter your email address and a link will be sent to you.
* This link will expire in 30 days from the day it is created
* If you do not return to the system and complete your submission information and process, after 30 days the information entered will automatically delete and the link will expire.
* It is recommended that only the Lead Presenter use the link and enter information – you can share the link, but two people cannot enter information at the same time.

**Workshop Proposal Requirements**
Gather these items together PRIOR to starting your online application and submission.

1. **Title of Presentation**
2. **Abstract -** Abstracts are allowed a maximum of 100 words and are listed in registration materials. This should provide participants with a clear idea of the focus, goals and intended audience.
3. **Presenter Information**
	1. Workshop submission are allowed to have a maximum of SIX presenters
	2. **A Lead Presenter** needs to be identified for workshops **-** The Lead Presenter will be the main contact and responsible for communicating logistics, handouts, etc.
	3. This information will be required from ALL presenters
		1. Name, Credentials & Field of Study (M.A. in Psychology)
		2. Endorsement® Type (enter NA if needed)
		3. Agency /Group Affiliation
		4. Job Title
		5. Number of years presenting on this information
		6. Email
		7. Mailing Address
		8. City, State, Zip Code
		9. Cell Number
		10. \*\*ONLY the LEAD Presenter will be required to submit a resume
4. **Description** - One-page description of your workshop that includes the theoretical and/or empirical background of the talk (e.g. attachment theory, trauma research, etc.). A description of the workshop content and the ways in which the talk will inform either clinical or applied practice or empirical research in the IMH field. Maximum # of 1,000 words.
5. **Learning Objectives –** Two (2) measurable learning objectives are required, a third is optional (e.g. Identify fundamental approaches about parent-caregiver relationships).
6. **References -** One reference for each hour of presentation
	1. References must be published from 2014 or newer
	2. References must be listed in the APA format
	3. References must be from a peer reviewed book or journal
	4. Websites may be listed as a third reference only if it is the direct link to the topic being presented
7. **Check the point of reference for the presentation** (you will be allowed to select more than one)
	1. Theories and Concepts of human behavior in the social environment
	2. Social work practice, knowledge and skills
	3. Social work research, program evaluation or practice evaluation
	4. Social work agency management or administration
	5. Development, evaluation, or implementation of social policy
	6. Social work ethics and standards of professional practice
	7. Current issues in clinical or macro social work practice
	8. Cultural competence and diversity
	9. Pain/Pain symptom management-psychology of pain
8. **Presentation format -** Interactive; Case presentation; Research/Evaluation; Information Sharing; Other (please specify)
9. **Need to indicate the appropriate expectations that apply to your target audience’s knowledge of the workshop topic**
	1. **Introductory** Level (Infant Family Associate & Infant Family Specialist); **Intermediate** Level (Infant Family Specialist & Infant Mental Health Specialist); **Advanced** Level (Infant Mental Health Specialist & Infant Mental Health Mentor)
10. **Competencies –** presentations will be asked to indicate two (2) competencies

**Support Calls**

Support meetings via conference call with Julie Ribaudo and Ann Stacks will be offered for workshop guidance and support. These calls will provide an opportunity for you to talk with and problem solve with others, who are also working on their own workshop applications. *These calls do not guarantee that your workshop submission will be accepted.*

**Schedule**Thursday, 9/6/18; 5:00 pm – 6:00 pm with Julie Ribaudo; RSVP by 4:00 pm on 9/5/18
Wednesday, 9/19/18; 4:00 pm – 5:00 pm with Ann Stacks; RSVP by 4:00 pm on 9/18/18
Thursday, 9/20/18; 5:00 pm – 6:00 pm with Julie Ribaudo; RSVP by 4:00 pm on 9/19/18

* Please RSVP no later than 24-hours the day before to miaimh.conf.proposals@gmail.com and you will be emailed an invite to the Blue Jeans Conference call.

 **Key Deadlines:**

* Initial Application – September 24, 2018
* Support Calls Dates – See above schedule – all dates in September
* Full Workshop Proposal Submissions – October 5, 2018
* Final selections will be made by Conference Committee – December 2018

**For questions regarding the workshop submission process, please contact miaimh.conf.proposals@gmail.com**