**2022 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:** The 2022 Biennial Conference will be a virtual event hosted through MI-AIMH’s virtual platform, BlueSky. Hosting this event virtually brings a wonderful opportunity to have presenters from outside of Michigan present! MI-AIMH is encouraging professionals from all over to submit a workshop application. Please note that the conference time will be the Eastern Standard Time Zone. Presenters selected will have access to the following support for this virtual conference:

* Best practices and tips on presenting virtually
* Support through BlueSky managers and AV professionals
* Access to BlueSky in preparing your presentation
* Workshop presenters will be able to:
	+ Make handouts easily available for attendees
	+ Show videos during presentation, if applicable
	+ Create polls for interaction
	+ Chat for Q&A with attendees
	+ Easily share contact information
* Special D Events will work closely with presenters to collect presenter(s) and workshop information that will be loaded into the virtual platform. Presenters are not expected to input information into the platform, this will be handled for you.
* There will be scheduled presenter run throughs on using the platform prior to the conference
* Chosen presenters will be asked to submit a recording of their full presentation as a back-up option to use in the event that the presenter has technology or internet issues the days of the conference.
* On the days of the conference, each workshop will have a BlueSky technician and a MI-AIMH volunteer assigned to handle technology needs and assist with attendees, Q&A and chat.

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. Only submissions that are fully completed and include everything requested will be considered.

 NEW this year! MI-AIMH is requesting to record your workshop with the expectation that it is available for viewing and continuing education credits for a specified amount of time post-conference. This catalogue of workshops will be available to conference attendees and presenters. The platform technicians will handle recordings for presenters. If recording your workshop is a concern for you, please reach out to miaimh.conference@gmail.com with information and questions so we can problem-solve together.

Workshop presenters are expected to register for the conference at member rates. Final workshop selections will be made early December 2021.

**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:** Gather all 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 3:** It is recommended that you participate in the Support Calls provided and review the Tip Sheet.

**STEP 4:** When you are ready, complete the online Conference Workshop Proposal Submission – DEADLINE October 7, 2021

 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.
* When you have completed your Workshop Submission, the lead presenter will receive a confirmation email that will include a copy of the information submitted.

**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. It is important that your abstract and your content and presentation match. This issue has been mentioned in conference evaluations.

3. **Presenter Information**

a. Workshop submission are allowed to have a maximum of SIX presenters

b. **A Lead Presenter** needs to be identified for workshops **-** The Lead Presenter will be the main contact and responsible for communicating logistics, handouts, etc.

c. 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). NOTE that the learning objectives that you submit must be listed in your PowerPoint at the conference. This is a requirement for continuing education.

**6.** **References -** Three (3) references are required

a. References must be published from 2017 or newer

**b.** References must be listed in the APA format

**c.** References must be from a peer reviewed book or journal

**d.** 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 (this is required in order for the conference to offer social work continuing ed.)

a. Theories and Concepts of human behavior in the social environment

b. Social work practice, knowledge and skills

c. Social work research, program evaluation or practice evaluation

d. Social work agency management or administration

e. Development, evaluation, or implementation of social policy

f. Social work ethics and standards of professional practice

g. Current issues in clinical or macro social work practice

h. Cultural competence and diversity

i. Pain/Pain symptom management-psychology of pain

**8.** **Presentation format -** Interactive; Case presentation; Research/Evaluation; Information Sharing; Other (please specify)

**9. Content Topic Area** (can select more than one):

a. Research; early childhood education; reflective supervision; social work practice; child welfare; diversity; 0 to 3 population; 3 to 6 population; administration; MIHP; mindfulness; fatherhood; development; assessment; intervention and trauma

**10.** **Need to indicate the appropriate expectations that apply to your target audience’s knowledge of the workshop topic**

**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)

11. **Competencies –** presentations will be asked to indicate two (2) competencies

12. Format - Are you anticipating needing to use a breakout group feature; show video clips; Allow attendees to have access to your slides, handouts and training materials (this has been an issue noted in conference evaluations when slides are not given to attendees).

**Support Calls**

Support meetings via conference call with 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. Limited space on each call. *These calls do not guarantee that your workshop submission will be accepted.*

**Schedule - Click and register for one call**

**Friday, September 10th 12:30pm - 1:30pm (EST):**

[https://wayne-edu.zoom.us/meeting/register/tJYpcumvrzwvGNOAPGE7oVOmd\_uDHiQJk1t7](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwayne-edu.zoom.us%2Fmeeting%2Fregister%2FtJYpcumvrzwvGNOAPGE7oVOmd_uDHiQJk1t7&data=04%7C01%7Ctmartinez%40mi-aimh.org%7C5609302671c14dd42e3f08d968eb09d8%7Cac671add3c2d4cb1acce00e9377ea539%7C0%7C0%7C637656180988123655%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=RTNL499jtOc8BkB2eY%2Fb%2B9bCDYyTMzbTT2Bzx6GC3Xc%3D&reserved=0)

**Tuesday, September 21st 4:00pm - 5:30pm (EST):**

[https://wayne-edu.zoom.us/meeting/register/tJUtde2grz8qE9BJoOUd8voih3uJhCRhIDrJ](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwayne-edu.zoom.us%2Fmeeting%2Fregister%2FtJUtde2grz8qE9BJoOUd8voih3uJhCRhIDrJ&data=04%7C01%7Ctmartinez%40mi-aimh.org%7C5609302671c14dd42e3f08d968eb09d8%7Cac671add3c2d4cb1acce00e9377ea539%7C0%7C0%7C637656180988133646%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=qofMiu524Qawfrg%2FBXYuYK8Yh9effKfd38wR2wXNCQI%3D&reserved=0)

**Monday, September 27th 12:00pm - 2:00pm (EST):**

[https://wayne-edu.zoom.us/meeting/register/tJ0sf-mhpzkjHNP-1TTMQBd1OqlcCzIDgazz](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwayne-edu.zoom.us%2Fmeeting%2Fregister%2FtJ0sf-mhpzkjHNP-1TTMQBd1OqlcCzIDgazz&data=04%7C01%7Ctmartinez%40mi-aimh.org%7C5609302671c14dd42e3f08d968eb09d8%7Cac671add3c2d4cb1acce00e9377ea539%7C0%7C0%7C637656180988133646%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=P4k4gMq4TRSA4lhgOImjrIwtUzZwXu6OU7geundzDXU%3D&reserved=0)

**Key Deadlines: Need to be updated**

· Support Calls Dates – See above schedule – all dates in September

· Workshop Proposal Submissions – October 7, 2021

· Final selections will be made by Conference Committee – December 2021

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