

CALL FOR PROPOSALS – GUIDELINES

“Healing Together” Conference 2019

Sponsored by An Infinite Mind (AIM)

February 1st-3rd 2019

Orlando, FL

Proposals Due August 15th, 2018

Late proposals will only be accepted as back up presentations

Notifications will be emailed by early September.

Guidelines for Submission:

- Workshop proposals **must be typed** using the proposal application.
- Proposals may be submitted electronically (preferred) or mailed to:
 - Healing Together
 - C/O An Infinite Mind
 - PO Box 1823
 - Goldrenrod, FL 32733
- **Applications must include each instructor’s CV or resume.**
- AIM will contact the instructor with any questions related to the proposal(s) and/or decision of the conference committee.
- The instructor must inform AIM of any date and/or time that he or she absolutely cannot present. All efforts will be made to honor an instructor’s date and time request.

An Infinite Mind (AIM) will:

- Maintain all submitted proposals for file and/or future consideration.
- Notify the instructor of acceptance or denial decisions and will e-mail the scheduled date and time of the workshops.
- Provide AV equipment needed with the exception of lap tops. All presenters must bring their own lap top and all cords if needed for their presentation.
- Provide a workshop volunteer to track time, distribute materials, and collect evaluations.
- Provide each instructor with conference materials including name badge and program. **Instructors must check in at the presenter/speaker registration table on-site to receive the materials.**
- **AIM does not reimburse travel, lodging, and meal expenses of workshop presenters.**

If you have any questions or concerns related to the conference’s continuing education and workshop proposals, please contact Melissa Bermudez: melissa@aninfinitemind.com

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Additional Clarification about Continuing Education Learning Objectives

In order to offer CE's (Continuing Education credits) for professionals, we are required to have learning objectives for the presentations. Think about what your audience will be able to do, know, learn from your presentation and pick three objectives to submit.

Learning objectives provide direction in the planning of a learning activity. They help to:

- (1) focus on learners' behavior that is to be changed
- (2) serve as guidelines for content, instruction, and evaluation
- (3) identify specifically what should be learned
- (4) convey to learners exactly what is to be accomplished.

In reviewing your application, accrediting bodies that issue continuing education credits will be looking for learning objectives that have the following characteristics:

- (1) the specified action by the learners must be observable
- (2) the specified action by the learners must be measurable
- (3) the specified action must be done by the learners

There are certain verbs that are preferred when writing the objectives. Unless you are very familiar with writing objectives, begin with the phrase **participants will be able to** and then use one of the following verbs to describe the objective –

analyze, assemble, apply, appraise, choose, create, codify, compose, break down, characterize, compare, compile, count, define, demonstrate, describe, develop, diagram, discuss, distinguish, draw, employ, explain, express, formulate, generate, give examples, identify, illustrate, integrate, interpret, label, list, locate, name, operate, outline, plan, produce, quote, rate, separate, show, solve, state, summarize, tell, use, utilize

Here are some examples of acceptable objectives:

Participants will be able to **define** the term “structural dissociation”

Participants will be able to **identify two** coping strategies that can be effective for a traumatized individual

Participants will be able to **describe** the process of creating a trauma narrative

Participants will be able to **explain** the emotional impact of sexual abuse on a child

Participants will be able to **list the 3** phases of treatment as described in the ISSTD's *Adult Treatment Guidelines*

Participants will be able to **name 3** techniques used for mindfulness

Participants will be able to **discuss three** common symptoms of people with C-PTSD

The ultimate test when writing a learning objective is whether or not the action taken by the participant can be assessed. If not, the outcome probably does not meet all three of these characteristics. If this is the case, we may ask you to re-submit this information.