

CALL FOR PROPOSALS – GUIDELINES

**Late proposals will only be considered for cancellations
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.
- Once a proposal is accepted, a change in presenter may result in proposal reconsideration.
- While workshops have a specific attendee focus, please note that all attendees are permitted to attend any sessions they wish.

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

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

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.