

**Workshop Proposal for Presenters
American Academy of Psychotherapists**

**2009 Summer Workshop:
"The Goldilocks Dilemma: Seeking What's Just Right"**

**June 10 - 14, 2009
Pocono Manor, PA**

This form must be completed on a word processing program and sent by email. If you have a **PC**, please send to Carole Light, Co-Program Chair, at carolelight@hotmail.com. If you have a **Mac**, please send to Ceil Berlin, Co-Program Chair, at ceilberlin@rcn.com. Deadline for submissions is **September 15, 2008**.

Please be aware that any Proposal submitted will need to meet criteria for Continuing Education (unless you specifically request that it not be listed for CE credit). These criteria are established by professional organizations with whom AAP affiliates for the purposes of providing CE to persons attending our workshops and conferences.

Each Workshop Presenter must complete a separate Workshop Proposal Form which provides educational and professional information and background information.

All presenters at AAP events will be asked to sign a contract which establishes that presenters are not using this workshop opportunity to promote, advertise, or solicit any training for profit or other personal or financial gain to presenter, or to an entity with which the presenter is affiliated. In addition, anyone proposing a workshop agrees that the presentation is intended for the advanced professional training of psychotherapists and that subject matter offered in the workshop is considered to be within the parameters of professional practice, ethical guidelines, and good patient care, and consistent with the mandates of their respective professional affiliations and disciplines. Presenters will also be asked to disclose any financial affiliations which might be perceived by workshop participants as creating a conflict with material being presented in the workshop. These Contracts will be sent to Presenters once the Proposals have been reviewed and accepted by the Program Committee.

We recognize that some of the questions below are difficult and even annoying. However, they are required in order that material be accredited, and we ask you to answer all questions and stay close to the format. This will save us sending material back to you or having to disqualify it. (Go to end of this document for Suggestions for Proposal Writing to Maximize CE Approval.)

In our attempt to present a consistent and exciting experience, please draw your program ideas from our theme: **"The Goldilocks Dilemma: Seeking What's Just Right."**

MISSION STATEMENT

The Goldilocks Dilemma occurs in some form throughout our lives in our personal relationships, our work, and in our pursuit of material things. How much do we continue to seek that which is "just right" when we are not satisfied? How do we know when to accept imperfection, or less than the ideal? Is there a "just right" in every situation? Is compromise always required? When is "good enough" really good enough; when is it selling yourself short?

The topic invites us to consider by what inner experience or measuring stick we assess "just right." Can we accept and delight in knowing EVERYTHING is less than perfect? How far will we go to pursue our dreams, goals, and desires? How do we deal with disappointment and compromise? It is easy to develop judgments about others or yourself when you make a decision or choice that later becomes a disappointment.

This process of choosing how to live, seeking perfection on one extreme and settling for much less than is possible on the other, can manifest in so many life situations our patients encounter.

As therapists, it is wise to become aware of our personal thoughts and feelings about the Goldilocks Dilemma so that we do not subtly influence our patients decisions out of our own biases.

Presenters are invited to submit information so that we may have their published books available in our bookstore during the Conference.

1. Please submit the following **identifying information for EACH presenter**. Please include a **copy of each presenter's or panelist's CV** with your proposal.

A. Name(s) of Presenter(s):

B. Education: Please list all colleges/universities attended, name(s) of degree(s), and year(s) the degree(s) were awarded:

Name of College	Degree	Year
Graduate School	Degree	Year
Graduate School	Degree	Year

C. Professional Licenses and Certificates, Dates Granted, and States where these are current:

D. Presenter(s) Address(es):

E. Email Address(es):

F. Social Security Number(s):

G. FAX Number(s):

H. Telephone Number(s):

2. **Title of presentation** (exactly as it will appear in the program brochure. The title of the presentation must relate to the theme of the overall program and of the day of presentation.)

3. A **description** of your presentation as you would like it to appear in the program brochure. This Description should indicate what type of educational or learning experience the participants can anticipate.

MAXIMUM OF 50 WORDS - DESCRIPTIONS OVER 50 WORDS WILL BE EDITED.

4. **Biography of presenter(s)** as they are to appear in the program brochure:
This biography should include professional training, educational background, type of professional work you do, and any specialty training which is relevant to the nature of your presentation.

MAXIMUM OF 50 WORDS - **BIOS OVER 50 WORDS WILL BE EDITED.**

5. List three (3) primary and measurable **objectives**:

A.

B.

C.

6. Outline the **learning format** (component) of your presentation (e.g. didactic, experiential, process group).

Specify the approximate length of time for each component, and describe the content to be covered.

A. Check all that apply: didactic experiential process group .

B. Length of time for each component checked:

Didactic experiential process group .

C. Describe the content to be covered in each component:

Didactic:

Experiential:

Process Group:

7. Please state your preference for a **Half-Day (3 Hour) or Two Half-Days (6 hour) workshop** (This will ultimately be determined by the Program Committee):

Half-Day _____ Two Half-Days _____

8. Please list **days/times** on Thursday, Friday, and Saturday of the AAP Event when you would NOT be able to present because of other commitments:

9. **Abstract**: demonstrates the professional quality of your topic (**50-100 words**)

10. **Bibliography:** cite at least three references in APA style.

11. Please describe the optimal **seating arrangement** (e.g. circle, panel, rows, etc.):

12. Specify the **minimum and maximum number of participants** you wish to have in your workshop: Minimum # Maximum #

13. Please describe the **level of experience** for which your workshop is most suited (e.g. novice therapists, experienced therapists, everyone, etc.):

14. Please indicate if there is any **special equipment or accommodations** you need.

Thank you for your interest in presenting at our conference. The Program Committee is looking forward to working with you, and we are glad to answer any questions you have in completing this form.

Suggestions for Proposal Writing to Maximize CE Approval

Guidelines for Writing Course Description: A Course Description is an opportunity to invite people to your workshop and let them know what they will have learned as a result of attending your workshop. The following suggestions may be helpful:

State what participants will have learned by the end of the presentation.

Focus on concepts you will cover.

Experiential learning is best described as 'group demonstration' or just 'demonstration' rather than the more direct 'how to,' e.g., "Demonstrations will make the concepts come alive; concepts will become self-evident; patterns will be easily identified; treatment modality will be demonstrated."

Guideline for Writing Course Abstract: The abstract is designed to frame your subject matter in professional and relevant terminology appropriate for the edification of the psychotherapist. It reads like a dry and technical abstract in a scientific journal. It sets you up as a professional expert capable of presenting didactic material. Keep in mind an abstract is a documentation used only for CE purposes; it will not be used in the brochure. Example: "This presentation provides a comprehensive overview of xxxxxx through the use of yyyyy. Participants will learn about the innovators and derivations of these different methods, how they are related to each other, and how they are used psychotherapeutically."

Guideline for Writing Bibliography: Three citations for a half-day workshop and six for a full day significantly increase the credibility of your workshop for CEs. Choose citations that your workshop is clearly based on and supports your topic credibility. Research articles from peer-reviewed professional journals are often the most effective, with text books next, then research or theoretical articles from non-peer-reviewed journals.

Suggested Citation format: Author's last name, first name. Book or article title. (Publication & volume if journal citation.) Publisher location (City, State), Name: Publication or copyright date. Citation must be complete.

Guidelines for Writing Course Objectives: Learning Objectives must be specific, measurable behaviors that can be evaluated by a post-test to see if the course objectives have been met. Rule of thumb: provide one learning objective for each hour of your workshop. Example: Participants completing this program should be able to 1. List several... 2. Describe... 3. Name... 4. Identify... 5. Increase... 6. Enhance... 7. Apply....

Guideline for Writing a Curriculum Vitae: A CV is an outline designed to support your credibility as a presenter. A CV contains your Licenses, degrees, specialized training, present position followed by employment history with dates, locations and (briefly) responsibilities, professional association memberships, sample past presentations (event, location, date, presentation title, type of presentation, and importantly if CEs were awarded. Also helpful are personal publications (books, articles, audiotapes, videotapes).