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**Call for Proposal**

Please use this document as a template before completing the online system.

**Title of Presentation\***

Enter the FULL TITLE of your submission. This will be used for printing in the final program.

**Presenters**

**Lead Presenter**

The lead presenter is the individual who will be listed as the primary speaker/author of this session and should be the key contributor to the session. In addition, this individual will act as the main point of contact for communications with the conference planning committee, including signing the Speaker Agreement and working with the Continuing Education and Programming Teams to address necessary changes and updates to the session.  Please provide this individual's name, degree, and organizational affiliation (as you would like it to appear in conference materials, such as the agenda), as well as his/her occupation/title, years of experience, and an email address to be used for correspondence about the session. Finally, a resume or curriculum vitae must be uploaded (a biographical statement will not suffice.

**Co-Presenter(s)**

Please provide information for each co-presenter for your session including the individuals' names, degrees, and organizational affiliations (as you would like them to appear in conference materials, such as the agenda).  Co-presenters are individuals who will be in attendance and have a speaking part during the session (with the exception of poster presentations). Please note, to earn CE eligibility, no more than four presenters for workshops and three presenters for other sessions (including the lead presenter) can be included.  Sessions that are eligible for CEs will be given priority in the selection process.  Finally, a resume or curriculum vitae must be uploaded for each co-presenter in order to be CE eligible (a biographical statement will not suffice).

**Presenter Information\***

You MUST enter the names of ALL presenters here - including yourself if you are a presenter - in the order to complete your submission.  If you have multiple presenters, you must provide a CV for each presenter.

First Name

Last Name

Degree

Email

Institution/Company

City

State

Country

**About your Proposed Session**

**Session Type\***

Criteria for each type of submission are listed below. Proposers are encouraged to review the conference theme when developing their proposals, as those proposals that best reflect the theme will be given priority in the selection process. Proposers do not need to be members of the Society to submit a proposal.

**Workshops and Concurrent Sessions** will be evaluated on the following Evaluation Criteria:

* Topic relates to the conference theme or is a current important issue for Society members
* Proposed session will address the professional development needs of either beginning, transitioning, mid-level, or experienced practitioner audience
* The presentation is rigorous and research-based and/or reflects best practice
* Presenters are knowledgeable, experienced, and credible
* Presentation content and style is interesting, informative, professional, and engaging
* The session applies experiential and interactive learning methods
* Overall quality of the proposal is high and offers applicable knowledge
* Sessions can fit into the designated timeframe (concurrent and panel presentation sessions 90 minutes, workshops four or eight hours)
* Proposal aligns well with other scheduled programs

**Poster Submissions** will be evaluated using the following criteria:

* Posters will be considered from any experience level, whether submitted by a current student or very experienced professional
* Topic relates to the conference theme or is a current issue for Society members
* Poster can be adapted to address the needs of beginning, mid-level, transitioning, and experienced audience members
* The presentation is based on empirical or qualitative analysis, pilot, or case studies
* Stand-alone literature reviews will not meet the acceptance criteria
* Overall quality of the proposal is high and offers applicable knowledge

**Pick ONE**

* Workshop (4 hours)
* Workshop (8 hours)
* Concurrent (90 minutes)

**Session Purpose\***

Consulting psychologists don’t all look alike. We come from many different backgrounds, experiences, beliefs, and communities– where The Society of Consulting Psychology has become the “professional home” for many of us. Together, we form a broad collective of communities and leaders transforming and enhancing authentic connections across the world. As we call for proposals for the 2023 Annual Conference, we hope our program reflects the whole community of SCP across all domains of our diversity.

Many of the individuals, organizations, and communities we work with (including those we work in) face great uncertainty and significant opportunity to enact positive change. This opportunity creates a need to train and enhance our technique, have difficult conversations, and move our personal and professional tool kits into the place of most potential.

With that in mind, the Conference Committee invites you (yes, you!) to submit your proposal for the 2023 Annual Conference. We are seeking to create a high-value experience for all our members, providing both building blocks of a successful consulting psychologist and an atmosphere of hope, inspiration, and healing, allowing for conversations to bring about acceptance, and authentic connections to foster a healthy consulting work environment.

Please consider submitting a proposal, nominating a presenter that would add value to this conference, and/or sharing this announcement with colleagues from your network. To stimulate ideas for proposal submissions relevant to the theme, consider the following topics:

* **Assessment**
* **Community**
* **Diversity, Equity, and Inclusion**
* **Practice and Skill Development**
* **Research Results**
* **Stakeholder Well-Being**
* **Student Resources**
* **Techniques/Methods**
* **Uncertainty and Disruption Management**

**Assessment** – A cornerstone of our work in organizations is individual, team, and organizational assessment, whether for selection, development, placement, effectiveness, or succession. Specialized tools and selection methods broadly or in specific industries will be considered.

**Community:** The ways that communities influence organizations and organizations

influence communities are increasingly pertinent to organizational consulting.

Discussions of how the concept of community is evolving, how organizations and

communities coexist, and how consultants may make an impact will be considered. Service in the community, corporate social responsibility, and ethics are also topics of interest.

**Diversity, Equity, and Inclusion** – While there is a revitalized interest in the role that diversity and belonging play in society and the workplace, the future holds space for innovative ways to develop authentic connections that bring us closer to self-actualization as individuals. As professionals seeking to come together with a common purpose and mission, we strive to train the trainer and increase our understanding of others' perspectives, including the long-standing effects of trauma experienced amongst marginalized groups.

Proposals addressing equity within the workplace, inclusive leadership, recruiting and supporting diverse teams, and the many other challenges that underrepresented groups face–especially at the executive level–are essential topics that are encouraged. We welcome case studies or research that address the unique leadership challenges of marginalized groups (people with disabilities, immigrants or ex-pats, language minorities, orientation, age, etc.).

**Practice and Skill Development -** There are as many paths to consulting psychology as there are members of SCP, and while we all love to learn new techniques and methods, our impact is limited … we ourselves are modeling solid business practices. Proposals in this category include skills a consultant at any level can use to improve their practice development. This includes but is not limited to contracting, marketing strategy, social media, tools, and technology. Proposals integrating ethics considerations into this area will be considered a plus.

**Research results -** Proposals promoting consulting psychology as a science, profession, and catalyst for effective growth and change are critical to SCPs mission. Case studies and relevant research results create a vibrant area for shared learning.

**Stakeholder Well-Being –** Organizations today are more concerned than ever about the well-being of the humans in their stakeholder networks– Many are taking a keen interest in the practices, conditions, and environments that facilitate a healthy and vibrant workplace concurrent with supporting well-being and organizational effectiveness. We invite transformative human-centered approaches to organizational change to define and create these conditions.

**Student Resources -** The future of SCP and consulting psychology as a whole depends on our ability to bring students into the SCP community and not only support their growth and learning but engage them as active members of leadership. Proposals designed to address student needs or deepen their engagement with the SCP community are encouraged.

**Techniques/Methods** – This broad category invites discussion of new

developments, instruments, and methods for working with clients. Acombination of data

and a strong theoretical foundation would be most interesting when considering submitting to this category**.** It is an opportunity to discuss new approaches or out-of-the-box thinking. Process-oriented proposals that create experiential learning opportunities is also encouraged.

**Uncertainty and Disruption Management –** Leading during times of disruption comes in many forms and is not new to leadership practice. Of particular interest is how leaders in severely disrupted industries such as healthcare, hospitality, education, and others have adjusted, created new ways of leading, or handled the challenges that accompany disruption. Proposals that advance our understanding of resiliency- a system’s capacity to return to its original state after a disruption, the conditions that enable returning to pre-disruption states, adjustments to permanent changes caused by disruptions, or processes used to manage them are of interest as they apply to organizations, teams, and individuals are welcome.

**We will always consider proposals in other areas that expand the knowledge base of our profession and align with SCP Values.** <https://www.societyofconsultingpsychology.org/about-scp/> **.**

**We will always consider exciting or groundbreaking proposals in other areas.**

* Individual, team and organizational assessment
* Innovations in consulting and coaching services
* Organizational change and development
* Professional practice and skills development
* Diversity, inclusion and consulting that builds community
* Conflict management, mediation and negotiation among stakeholders
* Interpersonal, group and systems level interventions that foster collaboration
* Evidence-based interventions that have been shown to stand the test of time

If you answered other for Session Purpose, please tell us here.

**Audience Engagement\***

Please select up to three key learning methods that will be used during your session. While other methods on this list might be used, the purpose here is to identify the techniques that will make up the majority of the session.

* Lecture
* Case Studies
* Small Group Discussion
* Panel Discussion
* Large Group Discussion
* Hands-on Activity/ Role Playing
* Pre-Reading Discussion
* Video
* Poster Submission

**How do you plan to engage your audience? (100 words)\***

Please provide up to a 100 word explanation for how you will use the learning methods below (and any others) during your session to engage your audience.

**How does your session align with the conference theme: Collaboration, Community & Common Ground (50 words or less)\*** In 50 words or less, please provide an explanation of how your session aligns with the theme.  Please be specific.

**Abstract\***

Please provide a brief session abstract of 50-75 words.

**Session Outline\***

Please provide a 275-1000 word outline of the session content and the participants’ experience.  This should review the content that will be included and how the presenters will engage the audience. It should also include the approach the presenters will use to ensure (as much as one can) the session will meet the learning objectives.  Please be specific.

**I/We would like to apply for CE eligibility for:\***

The SCP programming committee prioritizes sessions for the conference based on sessions that offer CEs.

* APA CEs
* ICF
* None

**APA CE Eligibility**

IMPORTANT: Sessions that are eligible for CEs will be given priority in the selection process.

A proposal may elect to apply for both (APA and ICF), just one, or neither of those designations. In order to increase appeal to conference attendees, presentations which are CE eligible will be given priority in deciding which proposals to accept.

CE Eligible programs must satisfy all four of the following:

(Tip: Please check to be sure that your program meets ALL of these four standards).

1. Helps psychologists to better serve the public and enhance the profession;
2. Is understood as building on a doctoral degree in psychology;
3. Is be credible (e.g., theoretically; empirically;
4. Is relevant to psychological practice, education, and/or science.

**Target Audience\***

We know that our attendees have different needs based on their level of experience within the field. In particular, we appreciate that an individual who is looking to transition into consulting, or early in their career, will face unique challenges and learning needs relative to those who are more seasoned. While anyone is welcome to join a session, APA requires that speakers select up to 3 (at most) of the target audience populations listed below:

*This year, we also hope to have a full line-up of opportunities for early career and transitioning psychologist attendees, and submissions for sessions targeted to those audiences are strongly encouraged.*

**Early career:** topic and content applicable to participants who have limited experience and are seeking skill and/or knowledge development. Content is at a basic level and does not require in-depth experience.

**Mid-Level:**topic and content are at a higher level and geared towards those with knowledge, skills and experience in the field. Less of a focus on basic skill development and more of a focus on understanding and application of complex topics.

**Senior Level:** Content and topics are sophisticated and appreciate the nuances of application. Requires participants that are highly experienced and seek greater depth to their practice. Content avoids over-simplification and leverages participants’ wealth of experience.

* Student
* Post-Doc/Early Career
* Transitioning Psychologist
* Mid-Level (By Experience - 7-14 years)
* Senior Level (By Experience - 15+ years)

**Audience Skill Level\***

This is NOT the same as identifying your target audience (above). Instructional skill level refers to the technical and conceptual skill level at which the material will be presented. It is akin to asking if your session would be considered a beginner, intermediate, or advanced session for your selected audience. The more conceptual or technical the skills and vocabulary your audience requires to maximally benefit from your session (i.e., the greater the prerequisite knowledge or skills), the more likely your session is to move from a beginner level session to an intermediate or even advanced one. Note that any level may be appropriate for a given target audience since a "beginner instructional skill level" session for students looks distinctly different from a "beginner instructional skill level" session for senior consultants. Typically only ONE instructional skill level will apply. In some instances TWO may be appropriate (especially for longer sessions), provided supporting rationale is provided. However, a session will **not** be approved for CEs if all three levels are selected.

* Beginner
* Intermediate
* Advanced
* Poster Submission

**Learning Objectives\***

Please submit learning objectives for the session.  The learning objectives are very important in determining CE eligibility (Reminder: sessions that meet CE eligibility will be given priority in the selection process).

* 3-4 for a session that is under four  hours long (most sessions will fall into this category)

Learning Objectives must be observable, quantifiable, and focused on what attendees will be able to do as a result of attending the session that will ultimately better serve the public and enhance the profession.

Acceptable Learning Objectives clearly identify the broader contributions that might support the welfare of the consumer and the Society by addressing ethical and regulatory implications associated with successful business practice.  Learning Objectives must also be quantifiable, such as "List at least three," or "Describe at least two ways..."

Please see the CE Guidelines for more detailed information on writing properly worded Learning Objectives, including examples of using quantifiable action verbs (e.g., "Describe at least three," or "Compare and contrast," ) vs. inadequate and vague language (e.g., "will understand” or “will know).

**Section D Criteria\***

In order to be CE eligible, submitters  must select one of the “Section D” criteria (below) and provide a brief description (up to 100 words) explaining how the session will meet that criteria.Please review and select the appropriate "Section D" criterion into which you believe your session best fits. See the CE Guidelines if you would like more detailed information concerning “Section D” criteria.

**Pick ONE only:**

Criterion 1.1 Program content focuses on application of psychological assessment and/or intervention methods that have overall consistent and credible empirical support in the contemporary, peer-reviewed scientific literature beyond those publications and other types of communications devoted primarily to the promotion of the approach.

Criterion 1.2 Program content focuses on ethical, legal, statutory, or regulatory policies, guidelines, and standards that impact psychological practice, education, or research.

Criterion 1.3 Program content focuses on topics related to psychological practice, education, or research other than application of psychological assessment and/or intervention methods that are supported by contemporary scholarship grounded in established research procedures.

* Criterion 1.1
* Criterion 1.2
* Criterion 1.3
* N/A - not applying for CEs

**Briefly describe how the program content meets the specified criterion 1.1, 1.2 or 1.3 (Up to 100 words)\***

If not applying for CE's please, put N/A in the box.

**Current Literature References\***

Please provide at **least three current (within the last 10 years)** empirical or peer-reviewed literature references from the scholarly literature (i.e., generally textbooks are not acceptable) in support of your session’s content or concepts. If included references are authored or co-authored by the session presenter(s), please be sure to note this as a potential conflict of interest later in this application. For more details about what does and does not qualify for literature references, see the CE Guidelines.

If you are not applying for CEs, please put N/A in the box.

**Will you (or co-presenters) be supported financially by a manufacturer of any commercial product?\***

* Yes
* No

If yes, please explain:

**Will you be making a financial profit (beyond honoraria received for workshops or keynotes ONLY) by the sale of any product or publication as a result of this session?**

**Full Disclosures of Commercial Support, Conflicts of Interest, and Financial Gains**

Presenters are not permitted to advertise products or solicit business as part of their sessions or presentations. They are also required to disclose possible conflicts of interest or secondary financial gains. While financial gains (including speaker fees) or conflicts of interest (e.g., being an event sponsor or having a book or product coming on the market) do not necessarily preclude a session from being CE eligible, all potential conflicts of interest or financial gains must be disclosed. If a conflict or financial gain does exist, please explain how it will be managed so that it does not interfere with the presenters’ ability to present, and that it will not unduly influence audience members.

* Yes
* No

If yes, please explain:

**ICF Credits**

This year we would like to offer as many ICF Credits as possible.  If you session does not meet any of the criteria please select N/A.

**ICF Core Competencies\***

Of the 4 ICF Core Competencies, a CCE-eligible session should discuss at least 2:

* Setting the Foundation
* Co-creating the Relationship
* Communicating Effectively
* Facilitating Learning and Results & Creating Awareness
* N/A

Target Coaching Audience\*

CCE sessions should have a target coaching audience. Which coaching specialties are present within this program?

* Business/Organizations
* Career/Transitions
* Coaching other coaches
* Executive coaching
* N/A

**Coaching Credential(s)\***

Coaching credential(s), if any, and a list of higher education degrees plus institution, and any other relevant credentials. For example: ICF PCC certified, Masters in Business Administration from Wharton

If not applying for ICF credit, please place N/A in the box.

**Audiovisual Needs and Room Setup Preference**

Please select all audiovisual needs for the proposed session, as well as the preferred room setup.  Please note that the conference planning committee will make every effort to accommodate requests; however, it might not be possible to meet every preference or request.

**Audiovisual (AV) Needs\***

Please check all that apply:

* Projector/Screen
* Podium
* Podium Mic
* Handheld Mic
* Computer Sound
* Flipchart & Markers

**Presenter Computer\***

Speakers are required to bring their own laptop and cords needed for their presentation. SCP will not provide laptops in any presentation room.  Please let us know if you are using a Mac or PC.

* Mac Laptop
* PC Laptop

**Video Recording\***

My presenters and I agree to be video recorded at the conference.

* Yes
* No

**Recording\***

My presenters and I agree that the video of our presentation can be placed on the conference app/website for all registered participants of the conference.

* Yes
* No

**OnDemand\***

My presenters and I agree that the video of our presentation can be placed on the OnDemand platform for future sale by the division.

* Yes
* No

**Permission to publish\***

* Check this box to give us permission to publish your submission on electronic media and in hardcopy if it is accepted for presentation

**Presenter approval\***

* I confirm that this submission has been approved by all presenters

**Presenter register\***

* I confirm that I have notified all my presenters that they must register at the full conference rate or day rate (if they are only attending one day) for the conference.**\***

**Children at Conference**

* I understand that Children under the age of 18 are not allowed in any conference session at the SCP Annual Conference. If you need assistance with childcare at the conference, please email Heather Kennedy at heather@div13.org for more information.**\***

**Professional engagement during conferences regarding sensitive topics**

Addressing sensitive topics is part of our professional work as consulting psychologists. Our conference presentations and panels provide unique opportunities to establish and facilitate dialogue on these important topics while maintaining a professional environment that fosters productive interactions. We remind speakers and participants to embrace the core values of our society (engagement, inspiration, authenticity, challenge and impact) along with civil discourse and mutual respect during all sessions. Presenters are encouraged to acknowledge at the start of their session if they expect their topic may potentially trigger specific concerns and allow participants to self-select out at the beginning of the session. Our goal for every conference is for us to learn from and with each other. Per APA ethical principles, we also refer conference presenters and participants to our Society Code of Conduct:

<https://docs.google.com/document/d/1wEuoboADeatWl3Z4nPG0eVjrLWQX7DcI/edit?usp=sharing&ouid=110946079453141900231&rtpof=true&sd=true>

* I have read and agree to abide by the professional guidelines established above, regarding sensitive topics.**\***
* I understand and I will not solicit or raise funds for any groups outside of APA or division 13 (ex. political, groups, etc.)**\***