



2023 IFS Conference Call for Workshop Proposals

Thank you for your interest in the 2023 IFS Annual Conference, October 26-28th in Denver, Colorado. Please use the online submission form to complete your workshop proposal and upload all required documents for review. You may go back and edit your proposal after it's been submitted, but once your workshop has been reviewed by the conference team, access to editing will be blocked.

If you are planning to present as part of a team, only one member of the presenting team should complete this form. You will be asked to list your co-presenters here, providing their email address. A link will be emailed to those individuals to complete their personal information.

GETTING STARTED!

1. Lead Presenter should initiate the Call for Proposal. Lead Presenter will be asked to list all co-presenters.
2. Each Co-Presenter will receive an email to complete their own personal details.
3. It is required to upload a current Resume or CV, and a photo for each presenter.
4. When the proposal and all documents are uploaded, submit your proposal.
5. All presenters will be able to access, review and edit the proposal, up until the committee reviews the proposal. At that time, no changes can be made to the submission.
6. Please note that proposal confirmation emails will come from CE-Go. Replies will not come to the Conference Team. Please email Conference@ifs-insitute.com if you have any follow up questions.

WORKSHOP GUIDELINES

FORMAT

The IFS Institute is looking at ways to offer an online component this year. As we explore what that looks like, please let us know what you may be interested in as it pertains to this workshop proposal. The proposal form itself outlines the delivery options we are currently exploring. While you should indicate which format your proposal is for, the conference team may review and accept your workshop in a different format to best suit the needs of the conference.

In-Person / Hybrid Workshops

All workshop submissions should be formatted for either a 3-hour presentation or 6-hour presentation. It is expected and required that all presenters will present onsite at the Conference venue.

Please let us know if you are interested in presenting a workshop that we will offer hybrid, we understand not all sessions are appropriate for hybrid. The Conference Committee will select a limited number of workshops that will be offered hybrid.

Virtual Only Workshops

All workshop submissions should be formatted for either 60 minute or 90 minute presentations. These workshops may be scheduled live, or offered simulated live, in that they are pre-recorded webinars and when possible, the presenter will be live in the chat for participant Q&A.

The number of presenters for each workshop should not exceed three.

For all workshops scheduled virtually, presenters should have reliable access to the following required equipment:

- Computer with webcam capabilities
- Hard wired internet or Wi-Fi

[For Preview Only, please visit THE ONLINE FORM to submit your proposal.](#)

Workshop Tracks

You will be asked to select an appropriate workshop track. Please consider them carefully. Couples & Relationship – Parenting, Family and Children - Trauma - Addiction - Mind, Body & Spirit - Cultural Competency- IFS & Daily Life

Workshop Participant Level of Knowledge

You will be asked to describe the expected level of IFS knowledge/experience for participant in your workshop. However, as our conference community has grown and the virtual platform has created accessibility to many around the world, we are looking for workshops that reach a wide variety of people in various stages of their IFS journey.

Workshop Content

As always, we strive to offer workshops that cover a variety of content areas that offer an exploration of the Model to those new to IFS and allow for those with more experience to deepen their knowledge. The 2023 IFS Workshop content will vary from conversations around global initiatives, crisis, trauma, self-led activism, IFS Core Content and more. We welcome you to explore topics you are passionate about and reach out to our team with any questions. Conference@ifs-institute.com

PRESENTER GUIDELINES

- IFS Trainers, IFS Therapists, and IFS Practitioners, are invited to submit a proposal.
- Presenters must have a demonstrated knowledge of the IFS Model. A minimum of IFS Level 1 Training is required.
- Presenters will be asked to share their experience presenting virtually.
- Presenters will be asked to share their experience presenting to globally and culturally diverse groups, and any personal training they might have had in this area.
- Presenters should have an advanced degree in the Mental Health Field to fulfill a Continuing Education Requirement.
- Presenting teams should be limited to three presenters. Proposals with additional presenters, may be asked to clearly outline the contribution of each presenter.
- IFSI Team is looking for unique applications of the Model.

Presenter Appreciation

All In-person/hybrid presenters will receive full complimentary registration to the in-person conference, as well as the virtual package. Virtual presenters will receive full complimentary access to the virtual conference.

REVIEW PROCESS

Conference workshops will be reviewed on a rolling basis. The IFSI Team will contact you with any questions about your proposal and will contact you as soon as a decision has been made. While there is not a review deadline at this time, all workshop proposals should be submitted by April 30th to be considered for the 2023 IFS Conference.

Thank you for your interest in the 2023 IFS Conference!

If you have any questions, please contact the IFS Conference Team

Conference@ifs-institute.com



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1 Workshop Content

*Presentation Title

***Abstract:** Please provide a complete description of your workshop content that describes what will be presented and what attendees can expect to learn. This will be reviewed by the Conference Committee, CE Approval Reviewers, Online Registration for Participants

***Short Form Description:** Please provide a short form (3-5 sentences) description of your workshop for workshop promotion [in print and social media]

***Content Level:** Please indicate workshop participants expected knowledge of the IFS Model

- Introductory (Limited IFS Experience)
- Intermediate (General or Broad Understanding of the IFS Model)
- Advanced
- All Levels Welcome

*Proposed Time of Presentation

- 60 Minutes (Virtual Only)
- 90 Minutes (Virtual Only)
- 3 Hours (In-Person/Hybrid) – Presenter required on-site.
- 6 Hours/Full Day (In-person/Hybrid) – Presenter required on-site.

***Workshop Track:** Please select the appropriate track(s) for your workshop content.

- Mind, Body & Spirit
- Trauma
- Cultural Competency
- IFS & Daily Life
- Couples & Relationships
- Family, Children & Parenting
- Addiction
- Other

2 IFSI's Commitment to Diversity, Equity & Inclusion

Our goal at the IFS Institute is to create learning environments and a community that teach and support the internal welcoming of parts that have been exiled, shamed, or marginalized within our systems so that they may be seen, heard, valued, and ultimately healed. Our hope is that this work will lead to greater Self leadership where all of us are more connected, curious, and compassionate with ourselves and with each other.

Our organization and community do not reflect the full breadth of the communities we aim to serve. We must work to ensure that the people managing, leading, creating, and delivering our programs and providing feedback to us reflect greater diversity. Diversity of thought, perspective and lived experience is not enough. It is critical for us to have diversity of embodiment, culture, and physiology for the evolution of the organization and the model.

You can review our full commitment to this work on our website: <https://ifs-institute.com/news-events/news/our-commitment-diversity-equity-and-inclusion>

***How does your work address Diversity, Equity, and Inclusion?**

***[If you are from the United States, or your content is specific to the US] Does your workshop address belonging, or the welcoming of people from outside of the United States? How?**

3 Continuing Education Approval

***Timed Agenda**

Please provide a complete agenda breakdown for your workshop. Typically outlining the topics/objectives that will be covered during each block of time, including any potential breaks. Note: 3-hour workshops typically break for 10-15 minutes mid-session at Presenters discretion.

***Learning Objectives** *(A minimum of 3 are required. Additional objective per hour for workshops longer than 3 hours)*

These are statements of what participants will be able to do after attending the session. Learning Objectives are required and must be in the format of observable, measurable goals.

- Objectives must contain action verbs, such as "Learners will be able to state 2 strategies," or "...will be able to list 3 findings."
- Acceptable action words include recite, write, compute, explain, demonstrate, select, critique, list, state.
- Verbs to avoid include know, understand, be exposed to, appreciate, become aware of, or become familiar with.

***Content References**

Provide a minimum of 5 resources (within the past 10 years) used to research the topic and/or for further reading by the attendee.

- At least 3 resources (within the last 10 years) must have overall consistent and credible empirical support in contemporary peer reviewed scientific literature (journals).
- References must be formatted in an APA format.
- At least 5 content references are required.

4 Logistical Components

*Workshop Delivery Format

The IFS Institute is looking at ways to offer an online component this year. As we explore what that looks like, please let us know what you may be interested in as it pertains to this workshop proposal.

- In-person only (presenter required on-site)
- Hybrid (presenter required on-site)
- Virtual Only

Audio Visual Requests

We ask that you please be conservative in your requests for AV support. If your needs change, please let us know. Onsite changes for AV cannot be accommodated. Final AV approval is made by IFSI with best interests for the conference in mind. All workshop rooms will offer microphone(s). Requests for microphone styles is not possible.

Audio Visual for in-person workshops

- LCD Projector & Screen
- Use of in room speakers for computer or iPad sound
- Flip Chart & Markers (Limit to 1)
- I will not need audio visual

Space Set Up Preferences

All rooms will be set theater / lecture style. That is, rows of chairs without tables. Setup can be changed at IFSI's discretion to accommodate attendee/hotel needs. If you require an alternative setup, please indicate below for review.

- Rows of Chairs [only]
- Circle of Chairs or U-shape of Chairs (workshop size may require double circle etc.)
- A set up that includes tables

5 Virtual Conference Recording

Workshops available virtually (including hybrid) will be recorded and available for playback to registered conference participants for a limited time. At the conclusion of each conference as well as other recorded programs, IFSI determines the best way to continue to offer content to the IFS community both free of charge and through for sale products. The IFS Annual Conference is part of that ongoing discussion. Participation in this hybrid conference requires a video release.

By acknowledging this release, I agree that the Institute may provide the recording of my session to the public at no charge at least six months after the conference. I understand I will not receive a royalty payment if the entire conference proceedings are offered for sale. Alternatively, if the workshop is offered as a stand-alone product or as part of a packaged course, presenters will receive a royalty of 5% of sales distributed amongst all presenters, equally.

- Yes, by submitting this proposal, I acknowledge and agree to the terms of the recording policy stated above.

Is there anything else you'd like the committee to know or that you'd like to request?

[For Preview Only, please visit THE ONLINE FORM to submit your proposal.](#)

We look forward to reviewing your proposal. Thank you for the time spent in completing this submission and thank you for all you do to bring IFS into the world.

With gratitude,

The IFS Conference Team
Conference@ifs-institute.com