

# Internal Family Systems Therapy Level 1 IFS Training Program (827) 2022-2023

Beverly, MA
Nickname: Mount Lion

## **Training Schedule & Delivery Mode**

- We are pleased to offer this training in Beverly, Massachusetts. The vast majority of the training meets onsite in Beverly, and these portions are not available online. All training members attend on-site sessions in Beverly.
- The only portions of the training that are offered online (live, real time) are 2-hour segments that occur on the following dates: November 6, November 30, December 14, 2022, and January 8, 2023. All training members attend these segments of the training online (live, real time).
- For complete schedule information, please see later pages of this brochure. Thanks!

#### **COVID Policy**

 Before applying to this training, please review the "Health and Safety Protocols" page of this brochure for details about IFS Institute's COVID-19 policy. Thank you!

## **Important Training Information**

This brochure contains essential details about this training program, including Continuing Education credit, Certificate of Completion attendance requirements, finances, session and daily schedules, required readings, site and travel information, policies to be familiar with (including about COVID), trainer biographies, and more. For more about IFS, please visit other tabs of our website.

#### The Internal Family Systems Model

**Internal Family Systems<sup>SM</sup>** is at the forefront of a movement toward a more collaborative therapeutic approach that relies on clients' intuitive wisdom. IFS<sup>SM</sup> offers a clear, non-pathologizing, and empowering view of human cognitive and emotional life and provides a dynamic therapeutic approach that allows both therapist and client to enter into a transformational relationship in which healing can occur.

Richard C. Schwartz, PhD, has been developing the IFS model for more than 30 years, with IFS now practiced by thousands of licensed therapists and other professionals throughout the United States and internationally. Mental health care professionals and others trained in the IFS model can easily integrate it into a wide variety of practices using the unique methods IFS offers to create safe environments for clients to become Self-transforming. Internal Family Systems therapy is a simple yet sophisticated integration of psychology, spirituality, and intra-psychic and family systems theory that:



Richard C. Schwartz

- Works well with couples, families, groups, and children;
- Can effectively treat trauma;
- Is a client-led approach that respects each client's pace and goals;
- Establishes a productive, trusting, and collaborative partnership between therapist and client;
- Helps therapists remain centered and open-hearted.

#### **Internal Family Systems: An Evidence-Based Practice**

Internal Family Systems (IFS) is now posted on NREPP as an evidence-based practice. NREPP is the National Registry for Evidence-Based Programs and Practices, a national repository that is maintained by the U.S. government's Substance Abuse and Mental Health Services Administration (SAMHSA). Interventions listed in NREPP have been subject to independent, rigorous scrutiny, and are deemed to show significant impact on individual outcomes relating to mental health.

As a clinical treatment, IFS has been rated effective for improving general functioning and well-being. In addition, it has been rated promising for improving phobia, panic, and generalized anxiety disorders and symptoms; physical health conditions and symptoms; personal resilience/self-concept; and depression and depressive symptoms.

These scientific findings and the listing of IFS on NREPP affirm the vast potential of IFS therapy for advancing emotional healing and mental well-being. In particular, they indicate promising effects on mind (depression, anxiety), body (physical health conditions), and spirit (personal resilience and self-concept).

## Curriculum

**Overview:** In addition to thoroughly learning IFS theory and technique, the IFS Level 1 training program invites participants to explore their own inner worlds in a safe, nurturing context. The training will help participants:

- Understand the conceptual basis of the IFS model;
- Apply basic IFS techniques to various clinical populations; and
- Take advantage of the opportunities IFS offers for personal development.

**Learning Objectives:** Please visit <u>www.IFS-Institute.com</u>, FAQ page.

**Format and Program Hours:** The training includes lecture, discussion, demonstration, video review, experiential exercise, and small group practice. This training comprises two multi-day sessions totaling 80 program hours (40 hours per session), plus two, 2-hour teleconferences that meet between the multi-day sessions. The two, 2-hour teleconferences enable participants to further integrate material already presented.

Session and daily schedules are listed later in this brochure.

## **Trainers**

Lead Trainer: Jory Agate, LMHC, MDiv, MA, IFS Certified, comes to the field of psychotherapy after a 20-year career in Unitarian Universalist ministry that focused on youth, families, sexuality, leadership development, and diversity, equity and inclusion trainings. Her current practice of psychotherapy and spiritual counseling specializes in individuals, families, clergy, couples, and staff teams. Fluent in American Sign Language, Jory provides therapy for those who communicate in ASL. She maintains a private practice in Cambridge, MA.

Lead Trainer: Frances D. Booth, LICSW, IFS Certified, is a long-time IFS therapist who seeks to cultivate Presence in work and in life. She graduated from Cornell University and Simmons School for Social Work, and has held faculty positions at Smith College School for Social Work, Tufts Medical School, and The Massachusetts School for Professional Psychology. She practices in Andover, MA, and at the Virginia Thurston Healing Garden Cancer Center in Harvard, MA. Fran's specialties include trauma, anxiety, depression, cancer, eating disorders, and attachment disorders. She loves to sing, dance, laugh, dine, and attend the theater.

Assistant Trainer: Carmen Jimenez-Pride, LCSW, LISW-CP, ERYT, RCYT, RPTS, IFS Certified, is a trauma therapist experienced in the clinical treatment of children, adolescents, and adults with culturally diverse backgrounds addressing a wide range of concerns, and has a mental health career spanning more than 15 years. Carmen is the creative mind behind Focus on Feelings®, an emotional literacy curriculum, and is a Registered Play Therapist Supervisor, Certified AutPlay® Therapy Provider, Certified EMDR Therapist, Registered Children's Yoga Teacher, and Certified LEGO® SERIOUS PLAY® Facilitator. She is also the developer of Diversity in Play Therapy Inc. and the Diversity in Play Therapy Summit. Carmen is an international speaker, award-winning author, business consultant, and a visionary in the therapeutic community, working to create and develop a wide range of educational tools to assist both clinician and client to reach optimum goals. With a focus on cultural humility and cultural diversity, Carmen educates clinical professionals to address racial and cultural trauma within their clinical practices. She currently serves as the South Carolina Association for Play Therapy President and is the recipient of the 2021 Association for Play Therapy Emerging Leader Award. She also serves as the Diversity and Inclusion Director of the Internal Sandtray Therapy Association.

## **Training Dates & Schedule**

#### **Dates**

Multi-day Session 1: November 6, 2022 – online, U.S. Eastern Time Zone

November 7-12, 2022 - on-site, in Beverly, MA

Multi-day Session 2: January 8, 2023 – online, U.S. Eastern Time Zone

January 9-14, 2023 – on-site, in Beverly, MA

Teleconference 1: November 30, 2022, 6:30-8:30 pm, online, U.S. Eastern Time Zone Teleconference 2: December 14, 2022, 6:30-8:30 pm, online, U.S. Eastern Time Zone

#### **Daily Schedule**

**Session 1** (All dates meet at the training site in Beverly, MA, except November 6, which meets online.)

2022	Morning Session	Morning Break	Lunch	Afternoon/ Evening Session	Afternoon Break	Training/ CE Hours
November 6	Х	Х	Х	7 – 9	Х	2
November 7	9-12:15	15 min	12:15	2 – 5:45	15 min	6.5
November 8	9-12:15	15 min	12:15	2 – 5:45	15 min	6.5
November 9	9-12:15	15 min	12:15	1:15-4:30	15 min	6
November 10	9-12:15	15 min	12:15	1:45 – 6	15 min	7
November 11	9-12:15	15 min	12:15	1:45 – 6	15 min	7
November 12	9-12:15	15 min	12:15	1-3	Х	5
						Total: 40

**Session 2** (All dates meet at the training site in Beverly, MA, except January 8, which meets online.)

2023	Morning Session	Morning Break	Lunch	Afternoon/ Evening Session	Afternoon Break	Training/ CE Hours
January 8	Х	Х	Х	7 – 9	Х	2
January 9	9-12:15	15 min	12:15	2 – 5:45	15 min	6.5
January 10	9-12:15	15 min	12:15	2 – 5:45	15 min	6.5
January 11	9-12:15	15 min	12:15	1:15-4:30	15 min	6
January 12	9-12:15	15 min	12:15	1:45 – 6	15 min	7
January 13	9-12:15	15 min	12:15	1:45 – 6	15 min	7
January 14	9-12:15	15 min	12:15	1-3	Х	5
						Total: 40

## **Zoom and Other Details for Online Dates**

- Online sessions use the U.S. Eastern Time Zone in effect during each online date of the training.
  - Please refer to <a href="http://www.24timezones.com/">http://www.24timezones.com/</a> <a href="www.24timezones.com/">www.24timezones.com/</a>, <a href="www.24timezones.com/">www.timeanddate.com</a>, or a similar resource to determine how this relates to your own time zone.

- You can use New York, NY in the U.S. Eastern time zone as a reference location to determine how the Eastern time zone relates to your own time zone for each online date of the training.
- Please be sure to account for Standard vs. Daylight Savings time!

#### Online dates meet on Zoom

- Please download and take some time to understand Zoom software well before the training begins.
   To do this, go to <u>Zoom.us</u>, sign in (or "sign up"), and create your account.
- If you have questions about downloading or using Zoom, please contact Zoom: 888.799.9666, or click "support" at the bottom of the <u>Zoom.us</u> home page. IFS Institute cannot provide this type of technical support.
- Please ensure that your computer, any related equipment, and your internet connection are sufficient to attend a live Zoom event. IFS Institute cannot provide technical support related to your devices or internet provider.
- Training members will receive Zoom links close to the start of the training.
- The training is only for training members, and we ask that you take care to be in a private space when attending the online dates of the training.
- On-site portions of the training are only available on-site. Online portions of the training are only available online (live, real time).

## **Certificate of Completion**

A Certificate of Completion (non-CE) is awarded by IFS Institute and a participant must complete 70 of the 84 program hours offered in order to be eligible to earn this certificate. This means each participant may miss a maximum of 14 training hours over the course of the entire training program, if necessary. Participants are responsible for ensuring that they attend enough training hours to earn the Certificate of Completion.

## **IFS Certification**

Participants are not IFS Certified until they successfully complete the IFS Certification process. Information about the criteria and procedures for becoming IFS Certified is available on the IFS Institute website certification page, or by emailing <a href="mailto:Certification@IFS-Institute.com">Certification@IFS-Institute.com</a>.

# **Eligibility for Future Trainings**

By earning IFS Institute's certificate of completion for this training, a participant is eligible to apply for a Level 2 IFS training program. Participants are not required to be IFS Certified to enroll in IFS trainings.

## To Apply

Who Should Apply: We accept applications from:

- Mental and medical health care practitioners
- Pastoral counselors
- Masters or doctoral students
- Dance, art, and music therapists
- Health care professionals in allied fields

**Application Form:** The application form for this training is on our website.

## **Continuing Education Contact Hours**

- This training program is co-sponsored by IFS Institute and The Institute for Continuing Education (ICE).
- Continuing education contact hours are offered for the professional disciplines as listed.
- The course offers 40 contact hours per session (total of 80 contact hours per course). Continuing education credit is offered only for the extended sessions of this course. Continuing education credit is not offered for the two separate 2-hour sessions that are scheduled between the extended sessions.
- CE hours are awarded on a session-by-session basis, with full attendance required at sessions attended. Partial session CE credit is not offered.
- Attendees must complete all CE materials, comply with attendance monitoring requirements, and complete a session evaluation.
- Applications for continuing education contact hours will be provided by IFS Institute at the initial course session, along with other pertinent continuing education information.
- If you would like CE credit for this training, you must sign up for it at the first session. You will need your license information (as applicable) to complete the CE forms. No late CE applications can be accepted.
- CE verification is mailed to participants by ICE (the CE sponsor) following each session that is eligible for CE (within 30 days of receipt of completed CE materials).
- There is no additional fee to make application for CE credit.
- It is the responsibility of attendees to contact their state licensing/certification board to determine if CE credit offered by The Institute for Continuing Education meets the regulations of their state licensing/certification board.
- Non-U.S. Professionals: The Institute for Continuing Education holds no CE provider status with any Canadian or other non-U.S. licensing/certification boards. It is your responsibility to check the regulations of your licensing/certification board to determine CE requirements for training activities.
- Learning objectives are on the FAQ page at www.IFS-Institute.com.

- If you have questions regarding continuing education credit, please contact The Institute for Continuing Education (ICE): 800-557-1950. Email: instconted@aol.com.
- Instruction Methodology: May include didactic, lecture, audio-visuals, demonstrations, experiential exercises, case examples, small and large group discussions.

**Psychology:** The Institute for Continuing Education is approved by the American Psychological Association to sponsor continuing education for psychologists. The Institute for Continuing Education maintains responsibility for this program and its content. **New York**: The Institute for Continuing Education is recognized by the New York State Education Department's State Board for Psychology as an approved provider of continuing education for licensed psychologists #PSY-0043.

**Counseling:** The Institute for Continuing Education and Internal Family Systems Institute are cosponsors of this program. This co-sponsorship has been approved by NBCC. The Institute for Continuing Education is an NBCC approved continuing education provider, No. 5643. The Institute for Continuing Education solely is responsible for this program, including the awarding of NBCC credit. **New York:** The Institute for Continuing Education is recognized by the New York State Education Department's State Board for Mental Health Practitioners as an approved provider of continuing education for licensed mental health counselors. Provider MHC-0016.

**Social Work:** Application for social work continuing education credits has been submitted. This website will be updated regarding accreditation. *New York:* The Institute for Continuing Education is recognized by the New York State Education Department's State Board for Social Work as an approved provider of continuing education for licensed social workers, Provider SW-0025. *New Jersey:* This program has not been submitted for preapproval to the New Jersey Board Social Work Board. *Ohio Board Counseling/ Social Work:* Ohio Board of Counseling and Social Work Board, Provider RCS 030001.

Marriage/Family Therapy: The Institute for Continuing Education is recognized as a provider of continuing education in marriage-family therapy by New York State Education Department's State Board for MFT, Provider MFT-0012. *California*: The Institute for Continuing Education, Provider 56590, is approved by the California Association of Marriage and Family Therapists to sponsor continuing education for LMFTs, LCSWs, LPCCs. The Institute for Continuing Education maintains responsibility for this program and its content. This Course meets the qualifications for a total of 80.00 hours of continuing education credit for LMFTs, LCSWs, LPCC, as required by the California Board of Behavioral Sciences. *Ohio Board MFT*: Provider RTX 100501.

## **Required Pre-Training Reading and Other Materials**

1. Reading Materials: All books listed below are available at IFS Institute's website store (<a href="www.IFS-"www.less-"ww.less-"ww.l

#### Required reading before the training begins:

Schwartz, RC and Martha Sweezy (2019). Internal Family Systems Therapy (2nd edition).

Goulding, RA, and Schwartz, RC (2002). <u>The Mosaic Mind: Empowering the Tormented Selves of Child Abuse Survivors</u>, Oak Park IL: Trailheads Publications, The Center for Self Leadership, ISBN 0-9721480-1-9.

#### Suggested reading before the training begins:

Schwartz, RC (2001), <u>Introduction to the Internal Family Systems Model</u>, Oak Park IL: Trailheads Publications, The Center for Self Leadership, ISBN 0-97211480-0-0. **This book is required reading for those with no prior experience with the IFS model**. Class content is designed on the assumption that the reading is completed.

#### Other suggested reading:

Anderson, Frank G., Sweezy, Martha, and Schwartz, Richard C. (2017). <u>Internal Family Systems Skills Training Manual</u>: Trauma-Informed Treatment for Anxiety, Depression, PTSD and Substance Abuse, Eau Claire, WI: PESI Publishing & Media, ISBN-10: 1683730879, ISBN-13: 978-1683730873.

- **2. Required Training Materials:** Everyone involved with the training should bring the following supplies to the training:
  - a. Small box of crayons or sharpened colored pencils
  - b. Several sheets of unlined paper
  - c. Notebook (for things like journaling and taking notes)
- **3. Additional Training Materials:** Each program's trainers may ask participants to purchase up to \$20 in additional training materials. If additional training materials are required, participants will be notified by the trainers as the starting date of the training approaches.

## **Financial Assistance**

**Payment plans (for tuition):** Payment plans are listed below. If you have questions about the plans or billing, please contact IFS Institute Controller, Mary Mitrovich, at <a href="Mary@IFS-Institute.com">Mary@IFS-Institute.com</a>

**Costs for the training may be tax-deductible:** Please consult with your tax advisor.

**Employers can be a good source of funding for continuing education.** Please check with your supervisor and/or human resources department.

**IFS Institute tuition scholarships**: IFS Institute is pleased to provide scholarships to help defray tuition expenses for those who qualify. Scholarship information, including deadlines and the application form, is available at <a href="https://www.ifs-institute.com">www.ifs-institute.com</a> (Training tab).

**Repeater tuition:** Information regarding tuition if you are repeating a training is available at <a href="www.ifs-institute.com">www.ifs-institute.com</a> -FAQ page.

#### **Tuition and Fees**

All amounts are in U.S. Dollars (USD).

**Application Fee:** A \$15 non-refundable, non-transferrable application fee is charged when you apply for the training.

**Program Deposit**: The \$500 deposit is charged in full when you are accepted into the training, and this is required to hold your place in the training.

**Program Tuition:** \$4500 (\$500 of which is the program deposit)

**Lodging and meals:** We realize that this training may include training members who live locally and others who may come from a distance. We also know that people have different budgets, needs, and preferences for lodging and meals, especially since COVID entered our lives. For these reasons, IFS Institute is not providing lodging or meals and training members are responsible for their own lodging and meal arrangements and expenses, **except lunch will be available during each on-site training day at no extra charge**.

**Additional lodging information**: If you would like to stay overnight at the site <u>and</u> you have received an acceptance email from IFS Institute for this particular training program, please call the site at 978.867.1800 and identify yourself as a member of this IFS Institute Training Program. If the site has rooms available, you can then make your reservations and pay the site directly. For information about other hotels and lodging options in the area, please visit your favorite travel websites or travel agent.

**Tuition Payment Plans:** Tuition payment plans for this training are listed below, and you can select your plan when you apply for the training. If you have questions about the plans, billing, or credit card matters, please contact IFS Institute Controller, Mary Mitrovich, <a href="Mary@IFS-Institute.com">Mary@IFS-Institute.com</a>.

Payment Plan 1: \$4000 (\$4500 Tuition - \$500 Deposit) charged on October 1, 2022. There is a \$20 fee for each late payment.

Payment Plan 2: Two (2) payments of \$2010 each on September 1 and October 1, 2022 (\$4500 Tuition – \$500 Deposit + \$20 Carrying Fee). There is a \$20 fee for each late payment.

Withdrawal: Participants who wish to withdraw from the training program must do so in writing (please email Training@IFS-Institute.com). Deposit: The \$500 deposit is refundable if written notice of withdrawal is received by the IFS Institute office 45 or more days before the 1<sup>st</sup> day of the program. One-half (1/2) of the deposit is refundable if written notice of withdrawal is received by the IFS Institute office 44-21 days before the 1<sup>st</sup> day of the program. The full deposit is forfeited if written notice of withdrawal is received by the IFS Institute office 20 or fewer days before the 1<sup>st</sup> day of the program, or if withdrawal occurs after the program begins. Tuition Balance: The tuition balance (total tuition less deposit) is refundable if written notice of withdrawal is received by the IFS Institute office 21 or more days before the 1<sup>st</sup> day of the program. The tuition balance is forfeited if written notice of withdrawal is received by the IFS Institute office 20 or fewer days before the 1<sup>st</sup> day of the program, or if withdrawal occurs after the program begins. The application fee and payment plan carrying fee are non-refundable. IFS Institute reserves the right to postpone, cancel or otherwise change any training program schedule prior to its beginning. At no time is IFS Institute responsible for training students' travel, lodging, or incidental expenses.

Admission/withdrawal: Internal Family Systems Institute, Inc. reserves the right to deny acceptance to any training program applicant and to withdraw a training participant from all or part of a training program at any time if IFS Institute determines a participant's behavior could damage the quality of a training program. IFS Institute, in its sole discretion, may terminate a participant's participation at any time and, in such event, will refund tuition paid to IFS Institute for portions of the training the participant will not attend as a result of their termination. If IFS Institute terminates a participant's participation, the participant is not eligible for a Certificate of Completion from IFS Institute.

## **Health and Safety Protocols On-Site**

#### **During on-site training sessions:**

- IFS Institute follows the guidance of training venues and/or relevant government agencies regarding health and safety protocols for on-site portions of this training.
- If required by the training venue and/or relevant government agencies, all training participants and staff
  must observe health and safety protocols in effect at the training site (for example, wearing a mask, being
  vaccinated, practicing social distancing, getting tested, etc.).
- As has occurred previously, required protocols can change, and can be lifted or imposed at any time before
  a training starts, before individual sessions start, and while a training is actively in session.

#### Applying for this training:

Please consider the following as you decide about applying for the training:

- This training's on-site portions are only available on-site.
- Each training typically includes about 45 people, meeting in both large and small groups.
- Training members may be traveling from places near and far, sometimes internationally.
- We understand that an individual's comfort level regarding on-site, indoor meetings can change as COVID levels, COVID protocols, and personal circumstances change, sometimes unexpectedly.

Given your own situation, if you are uncomfortable with the possibility of COVID protocols being lifted or imposed at any time, or if you cannot or do not want to attend an on-site session where there are no COVID protocols required, or if you cannot or do not wish to abide by protocols that may be required (or may need something other than these protocols), please do not apply to this training. Instead, we suggest you consider a fully online training.

#### While traveling:

• Training members are responsible for determining and following any protocols that might be in effect during their travels and for understanding and following any protocols where they lodge, eat, shop, etc.

#### **Current COVID information for this training:**

As of this writing (July 2022), there are no required COVID protocols for the on-site portions of the training. Training members are welcome to wear masks at any time during the training, but are not required to do so.

## **If Running On-Site Sessions Online Is Required**

IFS Institute is eager and fully intends to run this training as scheduled at the site listed. However, if circumstances change and COVID-19 health and safety restrictions are imposed by government or other entities with authority, it

may be necessary to move on-site sessions to an online platform. IFS Institute will then run the affected sessions online on the dates scheduled, and a \$250 tuition refund will be given to each participant for each on-site session moved online. If any on-site sessions must be moved online, IFS Institute will act as quickly as possible and keep training members informed.

## **Diversity, Equity, and Inclusion**

Our goal at 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.

We recognize that IFS was developed and is still primarily taught and managed through a white lens. This has made it difficult to create an inviting space for everyone to feel safe and welcome and to contribute fully to the evolution and growth of the community. As a result, we have not been as effective as we could be in the ongoing fight for freedom and healing for all peoples.

To focus our efforts and hold ourselves accountable, we have developed specific commitments to reflect our desire for all peoples to find solace and healing from IFS, while we hold space for individuals to contribute their unique gifts, voices, and perspectives to the IFS movement.

Please review IFS Institute's commitments regarding diversity, equity, and inclusion here.

## **Substance Use at Trainings**

IFS Institute understands that many people have had positive therapeutic experiences with psychedelics, however, due to health and safety concerns for all of our participants, please refrain from taking psychedelics or other consciousness-altering substances during IFS Institute's trainings.

**ADA** If you have special needs, please contact <u>Training@ifs-institute.com</u> when you are accepted into this training.

## **Code of Conduct**

Please review IFS Institute's Code of Conduct at <a href="www.IFS-Institute.com">www.IFS-Institute.com</a> – FAQ page, or on your copy of your program application.

## **Site and Travel Information**

**Training Site:** Wylie Inn & Conference Center

295 Hale Street Beverly, MA 01915 978.867.1800

www.wyliecenter.com

#### For questions about the site:

- Please review all relevant sections of this brochure.
- The site's website has information about amenities, parking, etc.
- If you need additional information about the site, please contact <u>Alexandra@IFS-Institute.com</u>

**COVID health and safety protocols:** Please see earlier parts of this brochure.

**Pets are not permitted, even if the site allows them.** This is for the benefit of everyone involved with the training and to ensure that no issues arise due to the presence of pets.

**Lodging and meals:** We realize that this training may include training members who live locally and others who may come from a distance. We also know that people have different budgets, needs, and preferences for lodging and meals, especially since COVID entered our lives. For these reasons, IFS Institute is not providing lodging or meals and training members are responsible for their own lodging and meal arrangements and expenses, **except lunch will be available during each on-site training day at no extra charge**.

**Additional lodging information**: If you would like to stay overnight at the site <u>and</u> you have received an acceptance email from IFS Institute for this particular training program, please call the site at 978.867.1800 and identify yourself as a member of this IFS Institute Training Program. If the site has rooms available, you can then make your reservations and pay the site directly. For information about other hotels and lodging options in the area, please visit your favorite travel websites or travel agent.

**Travel information:** Please visit your favorite travel websites or contact a travel agent for information about airlines, rental cars, restaurants, alternative hotels, and other travel needs.

<u>Site affiliations</u>: IFS Institute training programs occasionally meet at sites that have religious affiliations, though IFS Institute is not, itself, religiously affiliated and does not, as an organization, espouse any religious point of view. This brochure contains the website address for the site at which this training program will meet if you need more information about the site before choosing to apply.

<u>Individual requests</u>: IFS Institute offers professional training programs, and while we will make reasonable efforts to enhance your experience at the training site, it may not be possible to address each person's unique or individual needs or requests as may be possible when on a vacation, visiting a spa, or going on a personal retreat experience.

# **IFS Institute Contact Information**

Billing, Receipts, Payment Plans, and Credit Card matters: Mary@IFS-Institute.com

Site-related questions (please see this brochure and the site's website, too): Alexandra@IFS-Institute.com

International Trainings (Level 1, 2, 3): <u>Luis.Vega@IFS-Institute.com</u>

North American Trainings (Level 1, 2, 3): Maryanne@IFS-Institute.com

Webinars - IFS Circle/Continuity: Help@IFS-Institue.com

IFS Certification: Certification@IFS-Institute.com

IFS Store, Workshops, Find a Professional Directory, everything else IFS: <a href="mailto:Sandy@IFS-Institute.com">Sandy@IFS-Institute.com</a>