



**Internal Family Systems<sup>SM</sup> Therapy  
Level 1 IFS Training Program (884)**

**June-November 2023**

**Hybrid Schedule:**

**On-site Sessions: Beverly, MA**

**Online Sessions (Live/Real Time):**

**U.S. Eastern Time Zone**

**Dogwood Pass:**

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## **Hybrid Format**

On-site sessions of this training are only available on-site (Beverly, MA), and all training members attend the on-site sessions.

Online sessions of this training are only available online (live, real time), and all training members attend the online sessions.

## **COVID-19**

Before applying to this training, please review the “Health and Safety Protocols for On-Site Sessions” page of this brochure for details about IFS Institute’s COVID-19 policies.

## **IFS and Training Information**

**This brochure contains essential details about this training. Please be sure to read it!**

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## **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 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: The Level 1 Training Program is a comprehensive, professional training in which participants can develop an understanding of the conceptual basis of IFS and learn how to apply IFS techniques to various clinical populations. Participants are also invited to explore their own inner worlds within a training's supportive context.

**Learning Objectives:** Please visit [www.IFS-Institute.com](http://www.IFS-Institute.com), FAQ page.

**Format and Program Hours:** The training includes lecture, discussion, demonstration, video review, experiential exercise, and small group practice. This training comprises three, 4-day sessions totaling 80 program hours (26.5 or 27 hours per session), plus two separate Bridge Days totaling 9.5 program hours (4.75 program hours per day).

**Session and daily schedules are listed later in this brochure.**

## **Trainers**

**Lead Trainer: Ann L. Sinko, LMFT, IFS Certified,** Senior IFS Trainer, has more than 30 years of clinical experience and is a licensed marriage and family therapist in Connecticut. She is in private practice and has been teaching as an adjunct Professor in the Marriage and Family Therapy program at Central Connecticut State University for more than 25 years. Ann integrates IFS theory and technique into all facets of her creative work with families, couples, individuals, and groups, and establishes a safe environment in which clients experience unconditional acceptance. She also has a background in gestalt therapy and uses sandtray therapy in her work. Ann is passionate about teaching, believes that theory is best integrated through experiential learning, and brings a down-to-earth, concrete style and a sense of humor to her teaching. She is also a seasoned world traveler, loves the outdoors, and is an avid gardener.

**Co-Lead Trainer Mentee & Co-Lead Mentorship Program:** In addition to the Lead and Assistant Trainers, we are pleased that **Dan Reed, PhD, LPC, IFS Certified,** will be this training's Co-Lead Trainer Mentee (CLM). Dan is a longstanding IFS Assistant Trainer who is now part of IFS Institute's Co-Lead Trainer Mentorship Program with the objective of becoming an IFS Co-Lead Trainer. Co-Lead Trainer Mentees assume some Lead Trainer responsibilities where appropriate and provide additional leadership support within the training. Dan is a body-centered psychotherapist and counselor educator. He runs a private practice, teaches, and supervises in Texas. His research focuses on supervision informed by IFS. He's particularly excited about supporting therapists deepening their own capacity to be available to themselves and their experience, while inviting their clients to develop new relationships with their experiences. He has found IFS to be a wonderful framework to simplify the therapy process and offer language to effectively invite therapists and clients into their present moment experience to facilitate change. With a lifetime exploring the body, a background in science, and a subspecialty in neurofeedback, Dan brings a pragmatic, grounded view to the IFS process.

**Assistant Trainer: David Kitchings, LPC, MA, MBA, JD, IFS Certified,** is an approved IFS clinical consultant with a private practice in Cincinnati, OH. He has been a program assistant for Level 1, Level 2, and Level 3 IFS trainings. He is also an IFIO (Intimacy from the Inside Out) couples therapist and is on staff for IFIO trainings. David teaches introductory IFS workshops and will soon deliver IFS-inspired retreats. He provides IFS-inspired executive coaching and is continuously training in psychedelics. David returned to the field of psychotherapy after a long period of time working as an attorney, business owner, and stay-at-home dad to three children. He has also lived in Singapore and Switzerland, working with expatriates and the international IFS community. David has a deep interest in spirituality, and is an artist and musician, too.

## **Training Schedule**

This training has some online (live, real time) sessions, and some on-site (Beverly, MA) sessions, and meets according to the dates and daily schedules below.

- **On-site sessions are only available on-site**, and all training members attend the on-site sessions.
- **Online sessions are only available online (live, real time)**, and all training members attend the online sessions .
- **Online sessions use the U.S. Eastern Time Zone** in effect during each online session of the training.
  - Please visit [www.24timezones.com](http://www.24timezones.com), [www.timeanddate.com](http://www.timeanddate.com), 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 training session.**
  - Please be sure to account for Standard vs. Daylight Savings time!
- **Online sessions meet on Zoom**
  - Please download and take some time to understand Zoom software well before the training begins. To do this, go to [Zoom.us](https://zoom.us), 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 [Zoom.us](https://zoom.us) 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 system.
  - Training members will receive Zoom links close to the start of the training, and these links are how you can access this online training.
  - Please note that the training is only for training members, so please take care to be in a private space when attending the training.
- **On-site portions of the training meet in the Beverly, MA area**, and site information is listed later in this brochure. On-site portions of this training are not available online.

## **Training Dates**

4-Day Session 1: June 14-17, 2023, **online only**

4-Day Session 2: August 23-26, 2023, **on-site only**, in Beverly, MA

4-Day Session 3: November 1-4, 2023, **on-site only**, in Beverly, MA

Bridge Day 1: July 20, 2023, 10 am-3:30 pm, **online only** (including three 15-minute breaks)

Bridge Day 2: September 28, 2023, 10 am-3:30 pm, **online only** (including three 15-minute breaks)

## **Daily Schedule**

### Session 1

<b><u>ONLINE SESSION</u></b>	Morning Meeting	Morning Break	Afternoon Meeting	Afternoon Break	Training/CE Hours
June 14, 2023	9-12:15	15 min	1:30-6:00	15 min	7.25
June 15, 2023	9-12:15	15 min	1:30-5:45	15 min	7.0
June 16, 2023	9-12:15	15 min	1:30-5:45	15 min	7.0
June 17, 2023	9-12:15	15 min	1:15-4:00	X	5.75
					27.00

### Session 2

<b><u>ON-SITE SESSION</u></b>	Morning Meeting	Morning Break	Afternoon Meeting	Afternoon Break	Training/CE Hours
August 23, 2023	9-12:15	15 min	1:30-5:45	15 min	7.0
August 24, 2023	9-12:15	15 min	1:30-5:45	15 min	7.0
August 25, 2023	9-12:15	15 min	1:30-5:45	15 min	7.0
August 26, 2023	9-12:15	15 min	1:15-3:45	X	5.5
					26.5

### Session 3

<b><u>ON-SITE SESSION</u></b>	Morning Meeting	Morning Break	Afternoon Meeting	Afternoon Break	Training/CE Hours
November 1, 2023	9-12:15	15 min	1:30-5:45	15 min	7.0
November 2, 2023	9-12:15	15 min	1:30-5:45	15 min	7.0
November 3, 2023	9-12:15	15 min	1:30-5:45	15 min	7.0
November 4, 2023	9-12:15	15 min	1:15-3:45	X	5.5
					26.5

## **Certificate of Completion and Attendance Requirements**

A Certificate of Completion (non-CE) is awarded by IFS Institute and each participant must complete 75 of the 89.5 program hours offered in order to be eligible to earn this certificate. This means each participant may miss a maximum of 14.5 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. The daily schedule is included in this brochure.

## **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 contacting [Certification@IFS-Institute.com](mailto:Certification@IFS-Institute.com).

## **Eligibility for Future Trainings**

By earning IFS Institute's Level 1 certificate of completion, a participant is eligible to apply for a Level 2 IFS training. Participants are not required to be IFS Certified to enroll in IFS trainings.

## **To Apply**

We welcome applications from:

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

**Application Form questions are available on our website FAQ page.** The actual application form will be made available to those chosen by the lottery to apply.

## **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 26-27 contact hours per session (total of 80 contact hours per course) – please see the training’s Daily Schedule in this brochure. Continuing education credit is offered only for the multi-day sessions of this course. Continuing education credit is not offered for the two separate Bridge Days.
- ICE 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](http://www.IFS-Institute.com).

- If you have questions regarding continuing education credit, please contact The Institute for Continuing Education (ICE): [800-557-1950](tel:800-557-1950). Email: [instconted@aol.com](mailto: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:** For counselors seeking CE credit, The Institute for Continuing Education will submit a co-sponsorship application to NBCC for this program. **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:** This program has been approved for 80.00 social work continuing education hours for re-licensure, in accordance with 258 CMR, NASW-MA Chapter CE Approving Program. Authorizations: D-91233-1; D-91233-2; D-91233-3. **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 pre-approval to the New Jersey State Board of Social Work Examiners. **Ohio Board Counseling/ Social Work:** Ohio Board of Counseling and Social Work Board, Provider RCS 030001. **Illinois Dept. Professional Regulation:** Social work provider 159-000606. **Florida Dept. Health, Division Social Work, Counseling, MFT, Provider BAP 255.**

**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 continuing education credit for LMFTs, LCSWs, LPCC, as required by the California Board of Behavioral Sciences. **Ohio Board MFT:** Provider RTX 100501. **Illinois Dept. Professional Regulation:** MFT Provider 168-000108.

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

1. **Reading Materials:** All books listed below are available at IFS Institute's website store ([www.IFS-Institute.com](http://www.IFS-Institute.com)). Bundle pricing may be available. If you need assistance with the Store, please call 708.383.2659 or email [Sandy@IFS-Institute.com](mailto:Sandy@IFS-Institute.com).

### **Required reading before the training begins:**

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

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

### **Suggested reading before the training begins:**

Schwartz, RC (2001), Introduction to the Internal Family Systems Model, 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). Internal Family Systems Skills Training Manual: 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 and Scholarships**

**Payment plans (for tuition only)** are listed below. If you have questions about the plans, billing, receipts, or credit card matters, please contact IFS Institute Controller, Mary Mitrovich, at [Mary@IFS-Institute.com](mailto:Mary@IFS-Institute.com).

**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 partial tuition scholarships to help defray expenses for those who qualify (scholarships are not available for travel-related expenses). Scholarship information, the application deadline, and the application form are available at [www.ifs-institute.com](http://www.ifs-institute.com) (Training tab).

**Repeater tuition:** Information regarding tuition if you are repeating a training is available at [www.ifs-institute.com](http://www.ifs-institute.com) - FAQs.

## **Tuition and Fees**

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

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

**Program Deposit:** The non-refundable, non-transferrable \$500 deposit is charged when you are accepted into the training. This is required to secure your place in the training. (Scholarship recipients will be given a chance to decline their scholarship and withdraw from the training when the scholarship is offered by IFS Institute, at which time the \$500 deposit will be refunded; any withdrawals after that time are subject to the remaining terms of the withdrawal/refund policy.)

**Program Tuition:** \$4,525 (\$500 of which is the deposit)

**Lodging, travel, other expenses** are not included in tuition, and are not offered by IFS Institute.

**Meals:** Lunch will be available for participants at no additional cost on all on-site training days. No other meals are offered through IFS Institute.

**Payment Plans:** Tuition payment plans for this training are listed below, and you select your plan when you apply for the training. If you have questions about the plans, billing, receipts, or credit card matters, please contact IFS Institute Controller, Mary Mitrovich, [Mary@IFS-Institute.com](mailto:Mary@IFS-Institute.com).

Payment Plan 1: \$4,025 (\$4,525 Tuition - \$500 Deposit) due and charged on May 1, 2023.

Payment Plan 2: Two (2) payments of \$2,022.50 each, due and charged on April 1 & May 1, 2023 (\$4,525 Tuition – \$500 Deposit + \$20 Carrying Fee).

There is a \$20 fee for each late payment, and if an amount due isn't paid in full within 7 days of the due date, IFS Institute reserves the right to withdraw a participant from the program.

IFS Institute understands that participating in an IFS training involves a considerable financial commitment for tuition and, sometimes, travel costs. The tuition for hybrid trainings reflects additional costs associated with organizing and running trainings with on-site sessions. We are pleased to offer many fully online trainings, and encourage you to consider this option if it would better suit your financial circumstances.

## **Withdrawal/Refunds**

**Participants who wish to withdraw from the training program must do so in writing (please email [Training@IFS-Institute.com](mailto:Training@IFS-Institute.com)).**

**Deposit:** The \$500 deposit is non-refundable and non-transferrable. (Scholarship recipients will be given a chance to decline their scholarship and withdraw from the training when the scholarship is offered by IFS Institute, at which time the \$500 deposit will be refunded; any withdrawals after that time are subject to the remaining terms of the withdrawal/refund policy.)

**Tuition Balance:** The tuition balance (total tuition minus the deposit) is refundable if written notice of withdrawal is received by the IFS Institute office 21 or more calendar days before the first day of the program. The tuition balance is forfeited if written notice of withdrawal is received by the IFS Institute office 20 or fewer calendar days before the first day of the program.

**Processing Fee:** There is a \$50 processing fee for all refunds.

**Application Fee and Payment Plan Carrying Fee:** These are non-refundable and non-transferrable.

**Travel, Lodging, Incidental Expenses:** At no time is IFS Institute responsible for training participants' travel, lodging, or incidental expenses. IFS Institute reserves the right to postpone, cancel or otherwise change any training program schedule prior to its beginning.

**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 for On-Site Sessions**

**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 sessions 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; they 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 whether or not to apply for the training:

- On-site sessions are only available in the on-site meeting rooms, and sessions are not recorded.
- Each training typically includes about 50 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, or 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 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 that you consider a fully online training.

- For details about IFS Institute withdrawal/refund policies, please see the information in this brochure.

### **While traveling**

- Training members are responsible for determining, following, making, and adjusting their travel plans related to any protocols that might be in effect during their travels.

### **Current COVID Information**

- As of this writing (January 2023), there are no required COVID protocols.

### **If Running an On-Site Session Online Is Required**

IFS Institute is eager and fully intends to run on-site sessions of this training 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.

As has happened previously, protocols can be imposed or lifted at any time. 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 any other consciousness-altering substances during IFS Institute's trainings.

## **ADA**

For all ADA accommodation requests, please be sure to email [Eryca@IFS-Institute.com](mailto:Eryca@IFS-Institute.com) as soon as you are accepted into this training.

## **Code of Conduct**

Please review IFS Institute's Code of Conduct at [www.IFS-Institute.com](http://www.IFS-Institute.com) – FAQ page, or on your copy of your program application.

## **Site and Travel Information**

**Training Site:** Wylie Conference Center  
295 Hale Street  
Beverly, MA 01915  
978.867.1800  
[www.wyliecenter.com](http://www.wyliecenter.com)

### **Questions about the site:**

- Please review all relevant sections of this brochure.
- Training site websites often have information about site, parking, facilities, etc.
- If you need additional information about the site, please contact [Alexandra@IFS-Institute.com](mailto:Alexandra@IFS-Institute.com).

**COVID-19 health and safety protocols:** Please see earlier parts of this brochure, and note that there may be no COVID-19 protocols in effect.

**Pets are not permitted, even if the training 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 participants who live locally and others who may come from a distance. We also know that participants have different budgets, needs, and preferences for lodging and meals. For these reasons, IFS Institute is not providing lodging or meals, and participants are responsible for their own lodging and meal arrangements and expenses, **except lunch will be available on each on-site training day at no extra charge.**

**Additional lodging information:**

- If you would like to stay overnight at the site and 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.
- Below is a list of area hotels provided as a courtesy by the training site. This information is for your convenience only. IFS Institute has no relationship with and makes no endorsements of the hotels, and if you would like to find out more about them or make reservations, please contact them directly.

Salem Waterfront Hotel & Suites  
225 Derby St., Salem  
Phone: 978-740-8788  
[salemwaterfronthotel.com](http://salemwaterfronthotel.com)

Boston Marriott Peabody  
8A Centennial Dr., Peabody  
Phone: 978-977-9700  
[marriott.com](http://marriott.com)

Hampton Inn Salem Boston  
11 Dodge St., Salem  
Phone: 978-414-3100  
Contact Jill Gray, x7152  
[hilton.com](http://hilton.com)

DoubleTree by Hilton Boston North Shore  
50 Ferncroft Rd., Danvers  
Phone: 978-77-2500  
[hilton.com](http://hilton.com)

Sonesta Select Boston Danvers  
275 Independence Way, Danvers  
Phone: 978-777-8630  
[sonesta.com](http://sonesta.com)

Hampton Inn Boston/Peabody  
59 Newbury St. – Rt. 1, Peabody  
Phone: 978-536-2020  
[hilton.com](http://hilton.com)

Best Western Plus North Shore  
50 Dayton St., Danvers  
Phone: 978-777-1700  
[bestwestern.com](http://bestwestern.com)

**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.

**Site affiliations:** 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. If you need information about the site before choosing to apply to the training, please visit the training site's website and/or contact them directly (see above for their website address).

**Individual requests:** IFS Institute offers professional training programs and, while we 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**

Please also visit the [Contact Page](#) of the IFS Institute website.

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