

## Instructions for Submitting a Proposal for the 2019 ADTA Conference

The ADTA welcomes proposals for the 2019 Annual Conference in Miami Florida.

Proposals are due online by: **February 15, 2019, at midnight (EST)**

### Conference Theme - *Building Connections: Dance/Movement Therapy in our Diverse World*

The National Conference is a major avenue for sharing knowledge promoting our growth and expertise as a professional community. This year there are two avenues for presenting your work. Our standard offering of a wide array of presentations and those focused on the conference theme and a second approach we are calling the "Track approach". See below for further understanding.

#### Standard Format

Our conference theme reflects the ADTA's continued focus on raising awareness and promoting inclusion as it lives and is expressed within our membership. We welcome proposals for seminars sharing your knowledge and application of diversity and inclusiveness in your DMT clinical practice. Proposals are also welcome on all aspects of dance/movement therapy practice.

#### Track Approach

In response to our membership survey we are offering three tracks at this year's conference. The three tracks are:

1. Trauma and Neuroscience
2. Children and Adolescents
3. Substance Abuse/Addiction

#### Submitting a proposal

1. Either a 75 minute or 3-hour seminar on the topic/population of your choice.
2. Either a 75 minute or 3-hour seminar on a topic/population related to the conference theme of diversity, multiculturalism, and inclusion.
3. Either a 75 minute or 3-hour seminar addressing one of the 3 tracks listed above. **Maximum number of participants in each track seminar will be 75.**

**On the proposal submission form please indicate whether you are submitting a proposal for a Track Approach or for the Standard Format.**

#### Important Reminders

##### 1. **Credentials of Presenter(s):**

The ADTA provides three different types of continuing education for the annual conference. ADTA continuing education (CE) is provided for all conference seminars and requires at least one main presenter of each seminar to be an ADTA member (exceptions are made only by a vote of the ADTA Board of Director's Executive Committee).

Seminars may also qualify for the National Board of Certified Counselors (NBCC) CE hours. The NBCC has specific requirements for the credentials of presenters as well as the content area. ADTA is NBCC provider #5739

Seminars may also qualify for New York LCATs. ADTA Creative Arts Therapy continuing education Provider Number #CAT-0035} is authorized by the New York State Board for Mental Health Practitioners to provide continuing education to LCATs in New York State.

2. **New/Innovative and/or Advanced Content:** To address past conference feedback requesting greater diversity in seminar topics, we are evaluating proposals for new/innovative and/or advanced content. Specifically, if a presenter of a proposal has presented on the topic at the ADTA conference in the last 3 years, we will request further information on how the current proposal includes new, innovative or more advanced content than presented before.
3. To address past conference feedback we are asking presenters to indicate whether physical touch will be included in the experiential part of your presentation. The ADTA Code of Ethics has a section on ethical touch. If you are including touch in your seminar experiential, please review section 1.5 of the Code.

### Selection Process and Criteria

All proposals received by the deadline and meet the minimum proposal requirements will be reviewed by the National Review Panel (NRP).

All identifying information is removed from proposals before sending them to the NRP, thus ensuring a blind process. If a reviewer can identify a specific proposal presented by the information provided, the reviewer is asked to decline from reviewing and scoring the proposal.

Proposals are reviewed and scored in 5 categories:

- **Suitability:**
  - How well does the proposal relate to the conference theme?
  - Is the seminar relevant to the theory, research or practice of DMT?
  - Is the seminar relevant to the track topic/population listed?
- **Professionalism:**
  - Is the proposal well written? (grammar, clarity of thought and language, etc.)
  - Does it adhere to APA style conventions?
- **Content:**
  - Is there internal consistency between the title, learning objectives and description of the seminar?
  - Are the learning objectives clear and realistic given a 75 minute or 3-hour seminar time frame and the seminar description?
  - Does the description reflect content that is appropriate for attendees working at the master's level or above?
- **Innovation:**
  - To what extent is the seminar contributing new knowledge or perspectives to the field?
  - Have the presenter(s) presented this topic at an ADTA conference in the past 3 years?
  - If "yes", how well did they articulate how this proposal will offer new knowledge or unique/deeper perspectives?
- **Diversity:**
  - Does the proposal suggest the inclusion of attention to diversity issues, as they would relate to the stated topic of the particular seminar?

Overall scores are calculated, and the proposals are ranked and accepted according to rank order and the number of seminar slots available for the conference. Additionally, we will be confirming that a minimum of 25% of the chosen seminars have at least one presenter new to presenting at an ADTA conference.

**The proposal application is through Formsites. When you create an account, this enables you to return to your form and your submitted results. An account will also enable you to partially complete the form and return later to finish the form.**

### Online Proposal Form Instructions

*The following are the fields you will need to complete in the online proposal submission process. Please be prepared to include all of the information before you begin your online application.*

- What approach is this proposal? Standard Format? Track Approach? \*

- Primary Contact Presenter First Name\*
- Primary Contact Presenter Last Name \*
- Email \*
- Street Address \*
- Address Line 2
- City \*
- State/Province \*
- Zip/Postal Code \*
- Country \*
- Preferred Telephone Number \*
- Are you an ADTA member? Please note: all seminars must include a current ADTA member as a presenter, with exceptions to this made only by a vote of the Board of Directors' Executive Committee. \*
  - Yes
  - No
- Primary Contact Presenter Bio: \* (150-word limit)
- Primary Contact Presenter CV: \* (8000-word limit)
- Do you have a Co-Presenter? \*
  - Yes
  - No
- If yes, how many co-presenters?
  - Co-Presenter #1 First Name \*
  - Co-Presenter #1 Last Name \*
  - Is Co-Presenter #1 an ADTA member? \*
  - Email \*
  - Street Address \*
  - Address Line 2
  - City \*
  - State or Province \*
  - Zip/Postal Code \*
  - Country \*
  - Preferred Telephone Number \*
  - Co-Presenter #1 Bio: \* (150-word limit)

Hint: An \* indicates a required field.

Hint: you will need to fill this information out for each additional co-presenter you have, up to 4 people. **No more than 4 co-presenters; no exceptions.**

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***In order to ensure our conference programming meets requirements set out for continuing education standards, we must determine that presenters have the experience and credentials to present on the topics they are proposing. The following questions below and on the next page will ask you specifically about you and your co-presenter(s)' qualifications and topics.***

- Do ALL PRESENTERS have the education, experience and/or training to prepare you to present on the content area(s) of your proposed presentation? \*
  - Yes
  - No
- Please indicate which most accurately describes your background and qualifications relevant to your proposed presentation. (choose only ONE) (Each presenter will be required to demonstrate their qualification by submitting a CV/resume if their proposal is accepted into the conference) \*
  - AT LEAST ONE of the presenters has BOTH of the following: A. holds PROFESSIONAL CLINICAL LICENSE in a mental health field in the United States (e.g. LCAT, LMHC, LPC, LISCW, licenses psychologist, board certified psychiatrist) AND B. holds an EARNED GRADUATE DEGREE from a

regionally accredited institution in the United States in a MENTAL HEALTH FIELD (e.g. Dance/Movement Therapy, Counseling, Psychology)?

- AT LEAST ONE of the presenters holds an EARNED GRADUATE DEGREE from a regionally accredited institution in the United States in a MENTAL HEALTH FIELD (e.g. Dance/Movement Therapy, Counseling, Psychology)?
- AT LEAST ONE of the presenters holds an EARNED GRADUATE DEGREE from a regionally accredited institution in the United States in a FIELD DIRECTLY RELATED TO THE TOPIC of your proposed presentation?
- None of the presenters have the above qualifications, but do have relevant education, experience, and training to prepare you to present on the content area(s) of your proposed presentation?

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**Please review the content areas below as well as the subcategory under each content area. You will be asked to choose a subcategory that describes the nature of your presentation. If your presentation includes a significant amount of material from another subcategory, you will have the option to choose ONE additional subcategory. You will not be able to check boxes, only fill in the corresponding number of the subcategory at the bottom of the page. Please note the numbers will not necessarily appear in order and the boxes in the list cannot be checked off, this list is for reference purposes**

Hint: at this point in the form you will be presented with a list of topic categories and will choose the one or two categories that best describe your

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Have you or your co-presenter(s) presented on this topic or a similar topic at an ADTA Conference in the past 3 years? \*

- Yes
- No
- If yes, please explain what new information, advanced learning, or fresh perspective you will be bringing to the topic? \*
- This proposal is for a seminar of the following length: \*
  - 75 minutes
  - 3 hours (3-hour seminars are reserved for presenters with advanced experience/training in the topic and with past experience presenting the topic. Therefore, all primary presenters for 3-hour seminars must meet the following criteria: ~5 years combination of experience/training in the topic. Experience can include formal employment, volunteer or experience teaching/training others. ~Past experience presenting on the topic.) If checking 3 hours; you are confirming you meet the criteria.
- Please indicate the percentage of movement you estimate including in your seminar. \*
  - Minimal or no movement
  - Up to 25%
  - 26-50%
  - 51-75%
  - 76% or more
- Title of Presentation \* (15-word limit)
- Description of Presentation \* (300-word limit)
- Abstract \* (100-word limit)
- Three (3) Learning Objectives \*
- Maximum Group Size (When determining your maximum group size, please take into consideration the amount of space you will need for movement in your seminar and the fact that some conference rooms may be small. All track seminars will be up to 75) \*
  - 75
  - 50
  - 35
- Space Requirements \*

- Theater style seating with head table
- Empty room
- Chair in a circle
- Movement space with perimeter seating
- Target Audience \*
  - Entry level/student
  - Mid-level
  - Advanced level
- Type of Presentation (check all that apply) \*
  - Experiential
  - Lecture
  - Discussion
  - Panel
- Audio/Visual (AV) Equipment (check all that apply) \*
  - Flipchart
  - LCD Projector and Screen (**bring your own laptop and your own speakers, if needed. ADTA will not provide laptop, speakers or pay for in house sound system.**)
  - No AV requirements
- I understand that if I am using a Mac laptop that I must supply the appropriate converter pieces in order to attach my computer to the LCD projector \*
- Yes
- I understand that if I would like to play a DVD, I must order a projector and screen and will need to supply my own computer and speakers. \*
- Yes

## Disclaimers

- If my proposal is accepted, I will agree to communicate my presentation as stated in my proposal. \*
  - Yes
- If my proposal is accepted, I will adhere to the August 1 deadline of submitting my 1500 or more word description including PowerPoint slides which will be used in my presentation for the Conference Proceedings. \*
  - Yes
- If my proposal is accepted, I will reiterate my three (3) learning objectives in my presentation. \*
  - Yes
- If my proposal is accepted, I will refrain from commercialism in my presentation. \*
  - Yes
- To address past conference feedback, we are asking presenters to indicate whether physical touch will be included in the experiential part of your presentation. The ADTA Code of Ethics has a section on ethical touch. If you are including touch in your seminar experiential, please review section 1.5 of the Code of Ethics.  
Are you including touch? Yes No
- **If my proposal is accepted, I will submit a \$50 presentation reservation deposit no later than April 15, 2019 and this deposit will be credited towards conference fee upon registration. Co-presenter(s) will submit the \$50 deposit also. No refunds (no exceptions) are given if the presenter(s) cancel the presentation. All presenter(s) are required to register for the conference at least the day(s) of their presentation(s).** Individual presenters who are neither dance/movement therapists nor members of the ADTA, whose work has been accepted through the peer review process, shall be required to register for the conference at least for the day on which their presentation is scheduled. \*
  - Yes

[Call for Proposals Application](#)