Instructions for Submitting a Proposal for the 2020 ADTA Conference  
Montreal, Quebec, Canada October 15-18, 2020

The ADTA welcomes proposals for the 2020 Annual Conference in Montreal, Quebec. Proposals are due online by: **February 22, 2020, at midnight (EST)**

Montreal has been described as: “… a place of unbridled creativity… this bilingual city resonates with both the style and charm of Europe and the bright-lights allure of a North American hub. …..dance artists from all over Canada and across the globe come to Montréal. The city is an entryway to ideas, connections, and new possibilities—a place where imaginations are evolving.” Attend our Montreal conference and add your imagination and creativity as dance/movement therapy professionals to this vital city. Can’t wait to see you there!!

**Conference Theme:**

**Crossing Borders: Dance/Movement Therapy Creating Change through Global Exchange**

The National Conference is a major avenue for sharing knowledge promoting our growth and expertise as a professional community. Our conference theme reflects the ADTA’s continued focus on raising awareness and promoting inclusion as it lives and is expressed within our membership. This year inclusion adds the embracing of both our international membership and our connections to dance/movement therapists and their professional organizations around the world.

Your proposals are welcome following the criteria below:

**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 embracing inclusion of DMT as it is practiced in different countries.

3. Either a 75 minute or 3-hour seminar on a topic of diversity, equity, and inclusion as applied to your DMT clinical, education, and consultation/supervision practice.

**Important Reminders**

1. **Credentials of Presenter(s):**
   
   The ADTA provides three different types of continuing education for the annual conference.*

   A. 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 or Professional Member of the DMTAC. (exceptions are made only by a vote of the ADTA Board of Director’s Executive Committee).

   B. 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
C. 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.

* Experience of past DMTAC members attending ADTA conferences has been that national and provincial professional associations where DMTs are members accept CEs from ADTA conferences. We are working with Canadian Provincial CE organizations to insure they will accept CEs from the conference. Confirmation of this will be indicated on the conference registration form.

**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 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 in their seminar description 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 related to diversity, equity and inclusion as applied to DMT practice, education, consultation/supervision?

- **Professionalism:**
  - Is the proposal well written? (grammar, clarity of thought and language, etc.)
  - Is the proposal written by someone for whom English is their second language?
  - 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:**
  o 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.

If you would like support for your writing skills before submitting your proposal you can contact one of the people below. They are able to help a limited number of people with editing (not content) on a first come first serve basis:

Amber Gray: amber@ecentral.com
Suzi Tortora: suzi@suzitortora.com
Robyn Cruz: robyncruz@comcast.net
Angela Tatum Fairfax: angela@goodfruitexpressivearts.com
Christina Devereux: christinadmt@gmail.com
Susan Kierr: susankierr@gmail.com

The proposal application is through Formsite (link to the site is below). 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.*

• 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 or Professional member of DMTAC? Please note: all seminars must include a current ADTA member or Professional member of DMTAC as a presenter, with exceptions to this made only by a vote of the Board of Directors’ Executive Committee. *
  o Yes
  o No
• Primary Contact Presenter Bio: * (150-word limit)
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?
  - AT LEAST ONE of the presenters is a Professional Member of DMTAC.
  - 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?
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.

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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.)*
  - 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) *
  o Experiential
  o Lecture
  o Discussion
  o Panel
• Audio/Visual (AV) Equipment (check all that apply) *
  o Flipchart
  o 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.)
  o 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 *
  o 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. *
  o Yes

Disclaimers
• If my proposal is accepted, I will agree to communicate my presentation as stated in my proposal. *
  o 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. *
  o Yes
• If my proposal is accepted, I will reiterate my three (3) learning objectives in my presentation. *
  o Yes
• If my proposal is accepted, I will refrain from commercialism in my presentation. *
  o Yes

• 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. *
  o Yes

Submit your proposal now:  https://fs23.formsite.com/ADTAAdmin/kjjo1xgjou/index.html?1578435526261