

Instructions for Proposal Submission
2018 Great Lakes Regional Counseling Psychology Conference
at Western Michigan University

The following instructions apply to all proposals. See below for instructions for specific presentation types.

- All proposals are to be submitted online. To submit a proposal, you will need to create an account in the ScholarWorks system. This is an easy process, and instructions are provided on the proposal submission page at: http://scholarworks.wmich.edu/great_lakes_conference/
- Proposals are due by **11:59 p.m. (EST) on January 20, 2018**. However, we encourage early submissions. The Program Committee looks forward to receiving your proposals. If you have any questions, please contact the co-chairs at the conference email address: cp_glc@wmich.edu (cp_glc@wmich.edu)
- There is a limit of two first author submissions per person. No individual can be listed as the first author (lead presenter) on more than two submissions.
- The following information will be needed for all presenters: name, email address, highest degree earned, and professional affiliation(s). For the leader presenter, you will also need full mailing address and phone contact information.
- All proposals will be blind reviewed. Please refrain from including any identifying information in your abstract and the attached proposal submission pages.
- Incomplete submissions will not be reviewed.
- Symposia, papers, and workshops may be eligible for **continuing education credits**. To be eligible, you will need to provide two educational objectives for your presentation. One should describe (1) what participants are expected to learn and the other should indicate (2) how participants can apply this knowledge in practice or other professional contexts.
- The following equipment will be available (for Symposia, Paper, Round Table and Workshop presentations): Computer, Data Projector, DVD Player - Blu-ray, Document Camera, and White Board. You may provide your own laptop and any necessary adapters and cords, if desired.
- Posters need to be printed and able to be attached to display boards that are no larger than 48"W x 36"H.
- All presenters are required to register for and attend the conference. Submission of a proposal expresses a commitment by the presenter(s) to register for and attend the conference to present the proposed program, if the proposal is accepted.

Symposium (50 minutes)

A symposium typically involves several presentations addressing a common theme or issue. Each symposium will be organized by a chair, who will introduce the individual presentations (typically 3 to 4), and may include a discussant who will provide brief comments on the

presentations. Presenters should prepare their presentations in advance so that the chair/discussant can prepare a coherent summary. A brief question and answer period and/or discussion with the audience may follow.

Instructions for Symposium Proposals:

1. Under Upload Presentation Proposal (on the submission page), provide separate (250-word maximum) summaries for each presentation included in the symposium. Each summary description should include its own title specific to that part of the presentation. (The overall title for the Symposium is at the top of the proposal submission page.) Do not include any presenter name(s) on this attachment.
2. Note that each symposium will be allotted 50 minutes. Submitters should keep this in mind in deciding upon the scope of their presentation.
3. Your symposium may be eligible for **continuing education credits**. To be eligible, you will need to provide two educational objectives for your presentation. One should describe (1) what participants are expected to learn and the other should indicate (2) how participants can apply this knowledge in practice or other professional contexts. See this option on the proposal submission page.

Paper Presentation (10-15 minutes per paper)

Papers will be presented orally to an audience. Presentations are expected to be in the 10 to 15 minute range and include a description of completed research or research in progress. The presentation should highlight key information related to the rationale, methodology, analysis, results and discussion. Paper presentations will be combined around a common theme during an extended session time.

Poster Presentation (50 minutes)

Poster presentations allow presenters and attendees to engage in discussions about the author's research findings, new ideas, innovations and possible advances in the profession. Poster materials should briefly highlight the key components related to the particular type of work. At least one presenter should attend to the poster during the entire length of the poster session.

Instructions for Paper and Poster Presentation Proposals:

1. Under Upload Presentation Proposal (on the submission page), provide a one to two page summary of the proposed paper or poster presentation (500-word maximum). If the poster or paper presentation is the report of research, provide a brief summary of the study, including the rationale, method, data analysis, results, and conclusions (to the extent that these are available at the time of submission). Do not include any presenter name(s) on this attachment.

2. Note that when the papers are presented at the conference, about 10-15 minutes will be allotted for each presentation. Submitters should keep this in mind in deciding upon the scope of their presentations. Poster sessions will be approximately 50 minutes.
3. Your paper presentation may be eligible for **continuing education credits**. To be eligible, you will need to provide two educational objectives for your presentation. One should describe (1) what participants are expected to learn and the other should indicate (2) how participants can apply this knowledge in practice or other professional contexts. See this option on the proposal submission page.

Round Table Discussion (50 minutes)

Round table discussions are an opportunity for facilitators and session participants to informally discuss a particular topic of interest and exchange ideas. Participants may ask questions and discuss issues in more detail than is typical in other session formats. In the proposal description, the presenter(s) should include a list of questions that will be used to facilitate discussion.

Instructions for Round Table Discussion Proposals:

1. Under Upload Presentation Proposal (on the submission page), provide a one-page (250-word maximum) summary of the relevant issues in this area and the plan for discussion. Do not include any presenter name(s) on this attachment.
2. The lead presenter submitting a proposal assumes the role of facilitator.
3. The lead presenter should provide a vita or other documentation demonstrating competence/experience in the chosen area. There is a place on the proposal submission form to attach an additional file.

Workshop (50 minutes)

A workshop session may be an experiential activity or demonstration of skills that will allow the presenter(s) to address clinical (e.g., counseling, supervision, assessment), pedagogical or research skills with the audience through an activity. Presenters will provide a brief explanation of how the activity/demonstration works and when it can be used, as well as the conceptual and empirical basis for the activity/demonstration. A majority of the time for this type presentation should be used for the experiential activity or demonstration, and the presenter(s) should indicate how the time will be allocated (e.g., introduction, demonstration, engagement of the audience, questions, group discussion). In the proposal description, the presenter(s) should explain the rationale and empirical evidence for the activity/demonstration, provide a description of what will be done during the session, and offer suggestions for when and with whom to use the intervention/activity.

Instructions for Workshop Proposals:

1. Under Upload Presentation Proposal (on the submission page), provide a one to two page summary of the proposed workshop presentation (500-word maximum). Do not include any presenter name(s) on this attachment.
2. The lead presenter should provide a vita or other documentation demonstrating competence/experience in the chosen area. There is a place on the proposal submission form to attach an additional file.
3. Your workshop may be eligible for **continuing education credits**. To be eligible, you will need to provide two educational objectives for your presentation. One should describe (1) what participants are expected to learn and the other should indicate (2) how participants can apply this knowledge in practice or other professional contexts. See this option on the proposal submission page.