



2024 IFS Conference Call for Workshop Proposals

Thank you for your interest in participating in the 2024 IFS Annual Conference, taking place virtually from October 24 - 25, 2024. To submit your workshop proposal, [please utilize our online submission form](#) and ensure all required documents are uploaded for review. While you will have the opportunity to save and edit your proposal, please note that access for revisions will be restricted once you hit submit.

If you are planning to present as part of a team, only one member of the presenting team should complete this form. You will be asked to list your co-presenters here, providing their email address. A link will be emailed to those individuals to complete their personal information. Workshop proposals will not be considered complete until all members of the presenting team complete their profiles.

All proposals must be submitted and fully complete by April 26, 2024, 11:59pm EST to be considered for the 2024 IFS Conference.

LET'S GET STARTED!

1. Lead Presenter should initiate the Call for Proposal. Lead Presenter will be asked to list all co-presenters.
2. Each Co-Presenter will receive an email to complete their own personal details.
3. It is required to upload a current Resume or CV, and a photo for each presenter.
4. When the proposal is complete and all documents are uploaded, submit your proposal.
5. Once a proposal is submitted, presenters will no longer be able to edit their submission.
6. Please note that proposal confirmation emails will come from support@ceo-go.com. Should you have any follow up questions, please contact info@ifs-institute.com.

WORKSHOP GUIDELINES

FORMAT

The 2024 IFS Conference will feature live 90-minute webinars as its primary workshop format. Depending on presenter availability and to address time zone disparities, pre-recorded sessions may also be considered.

Zoom webinar will serve as the designated platform for the conference, offering integrated chat and Q&A features. Please note that breakout rooms will not be available for this conference.

- All workshop submissions should be formatted for 90-minute presentations.
- It is intended that all workshops will be scheduled as live webinars.
 - With exception, workshops may be offered in a simulated live format, where they are pre-recorded webinars with the presenter available live in the chat for participant Q&A whenever possible.
- The number of presenters for each workshop should not exceed three.

All presenters should have reliable access to the following required equipment:

- Computer with webcam capabilities
- Hard wired internet or Wi-Fi

Workshop Tracks + Content

You will be asked to select an appropriate workshop track, identifying your workshop's content focus. Please consider them carefully. Couples & Relationship – Parenting, Family and Children - Trauma - Addiction - Mind, Body & Spirit - Cultural Competency- IFS-Informed Coaching – IFS + Medicine – IFS + Education.

As always, we strive to offer workshops that cover a variety of content areas that offer an exploration of the Model to those new to IFS and allow for those with more experience to deepen their knowledge. We welcome you to explore topics you are passionate about and reach out to our team with any questions. Info@ifs-institute.com.

Workshop Participant Level of Knowledge

You will be asked to describe the expected level of IFS knowledge/experience for a participant in your workshop. Note that as our conference community has grown and the virtual platform has created accessibility to many around the world, we are looking for workshops that reach a wide variety of people in various stages of their IFS journey.

PRESENTER GUIDELINES

Our requirements and preferences for presenters at our Annual Conference remain unchanged for 2024. We anticipate a review of these criteria in 2025 for potential updates.

- IFS Trainers, IFS Therapists, and professionals who use the IFS Model in their practice are invited to submit a proposal.
- Presenters must have a demonstrated knowledge of the IFS Model. A minimum of IFS Level 1 Training is required.
- Presenters will be asked to share their experience presenting virtually.
- Presenters will be asked to share their experience presenting to globally and culturally diverse groups, and any personal training they might have had in this area.
- Presenters *should* have an advanced degree in the Mental Health Field to fulfill a Continuing Education Requirement.
- Presenting teams *should* be limited to three presenters. Proposals with additional presenters may be asked to clearly outline the contribution of each presenter.
- IFSI is looking for unique applications of the Model.

Presenter Appreciation

Virtual presenters will receive full complimentary access to the virtual conference.

REVIEW PROCESS

All workshop proposals must be submitted by April 26th to be considered for the 2024 IFS Conference. Each proposal will undergo review by a conference committee composed of IFSI Leadership, Staff, IFS Trainers, and other IFS Community leaders.

Decisions regarding proposals will be communicated no later than June 14, 2024. Please be aware that while some decisions may be relayed earlier than others, we kindly request your patience during the review period. Rest assured that you will receive communication by June 4th regarding the status of your proposal.

Thank you for your interest in the 2024 IFS Conference!

If you have any questions, please contact the IFS Conference Team at info@ifs-institute.com



2024 IFS Conference - Call for Workshop Proposals

To submit your workshop proposal, [please utilize our online submission form](#) and ensure all required documents are uploaded for review. The below outline is a sample of the questions you will be asked to respond to within the online system.

1 Workshop Content

*Presentation Title

***Complete Workshop Description:** Please provide a complete description of your workshop content that describes what will be presented and what attendees can expect to learn. This will be reviewed by the Conference Committee, CE Approval Reviewers, as well as participants during online registration.

***Short Form Description:** Please provide a short form (3-5 sentences) description of your workshop for workshop promotion i.e. social media.

***Content Level:** Please indicate workshop participants expected knowledge of the IFS Model

- Introductory (Limited IFS Experience)
- Intermediate (General or Broad Understanding of the IFS Model)
- Advanced
- All Levels Welcome

*Proposed Time of Presentation

- 90 Minutes (Virtual Only)

***Workshop Track:** Please select the appropriate track(s) for your workshop content.

- Mind, Body & Spirit
- Trauma
- Cultural Competency
- Couples & Relationships
- Family, Children & Parenting
- Addiction
- IFS Informed Coaching
- IFS + Medicine
- IFS + Education
- Other

2 IFSI's Commitment to Diversity, Equity & Inclusion

Our goal at the 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.

Our organization and community do not reflect the full breadth of the communities we aim to serve. We must work to ensure that the people managing, leading, creating, and delivering our programs and providing feedback to us reflect greater diversity. Diversity of thought, perspective and lived experience is not enough. It is critical for us to have diversity of embodiment, culture, and physiology for the evolution of the organization and the model.

You can review our full commitment to this work on our website: <https://ifs-institute.com/news-events/news/our-commitment-diversity-equity-and-inclusion>

***How does your work address Diversity, Equity, and Inclusion?**

***[If you are from the United States, or your content is specific to the US] Does your workshop address belonging, or the welcoming of people from outside of the United States? How?**

3 Continuing Education Approval

***Timed Agenda**

Please provide a complete agenda breakdown for your workshop. Typically outlining the topics/objectives that will be covered during each block of time.

***Learning Objectives** *(A minimum of 3 are required.)*

Learning Objectives are statements of what participants will be able to do after attending the session. These statements are required and must be in the format of observable, measurable goals.

- Objectives must contain action verbs, such as "Learners will be able to state 2 strategies," or "...will be able to list 3 findings."
- Acceptable action words include recite, write, compute, explain, demonstrate, select, critique, list, state.
- Verbs to avoid include know, understand, be exposed to, appreciate, become aware of, or become familiar with.

***Content References**

Provide a minimum of 5 resources (within the past 10 years) used to research the topic and/or for further reading by the attendee.

- At least 3 resources (within the last 10 years) must have overall consistent and credible empirical support in contemporary peer reviewed scientific literature (journals).
- References must be formatted in an APA format.
- At least 5 content references are required.

4 Logistical Components

***Workshop Delivery Format**

The 2024 IFS Conference will feature live 90-minute webinars as its primary workshop format. Zoom webinar will serve as the designated platform for the conference, offering integrated chat and Q&A features. Please note that breakout rooms will not be available for this conference.

- I understand the delivery format available for 2024 IFS Conference Workshops

Depending on presenters' availability, time zone disparities, or another reason, pre-recorded sessions may also be considered. Please share your need for this consideration.

- Presenting team is able to present live during the 2024 IFS Conference.
- Presenting team would need to explore a pre-recorded option to present at the 2024 IFS Conference.

5 Virtual Conference Recording

All workshops will be recorded and made available for playback to registered conference participants for a limited time. At the conclusion of each conference, as well as other recorded programs, IFSI assesses the most effective means of offering content to the IFS community, both through complimentary dissemination and via products available for purchase. Presenters will be notified in advance regarding how their content will be shared, as a courtesy. Participation in this virtual conference implies consent to a video release.

By acknowledging this release, I agree that the Institute may provide the recording of my session to the public at no charge at least six months after the conference. I also understand I will not receive a royalty payment if the entire conference proceedings are offered for sale. Alternatively, if the workshop is offered as a stand-alone for sale product or as part of a packaged course, presenters will receive a royalty of 5% of sales distributed amongst all presenters, equally.

- Yes, by submitting this proposal, I acknowledge and agree to the terms of the recording policy stated above.

Is there anything else you'd like the committee to know or that you'd like to request?

We look forward to reviewing your proposal. Thank you for the time spent in completing this submission and thank you for all you do to bring IFS into the world.

With gratitude,

The IFS Conference Team
info@ifs-institute.com