

**Call for Proposals for IFTA 21st World Family Therapy Congress
20 – 23 February 2013 in Orlando, FL, USA**

Student Guidelines

Proposals are sought for the 2013 IFTA World, Congress in one of the following categories: Brief Presentations, Lectures, Workshops, Panel Presentations, and Poster Displays. Plenary and Sub- Plenary addresses will reflect the Congress theme, “Couples Therapy: Advancing the Profession”. Applicants are encouraged to give consideration to the Congress theme when submitting abstracts, however, additional themes will be considered.

Applicants should submit a proposal with a title of no more than 90 words and a short but thorough description of the presentation in 50 words or less. The short description will appear in the Congress program. In addition, include a longer description of your presentation of 350 words or less. The longer description will appear in the World Congress Book of Abstracts.

Faculty Advisors: While it is customary for graduate students to list their faculty advisor in academic conferences, in this congress you are requested to stand on your own and be the main presenter. There is a place to enter your Faculty Advisor’s name in the Proposal Submission form. **IN ANY CASE, DO NOT LIST YOUR ADVISOR AS A PRESENTER UNLESS HE OR SHE IS PRESENTING WITH YOU AND REGISTERING FOR THE CONGRESS.**

Proposals are sought for the 2013 IFTA World, Congress in one of the following categories: Brief Presentations, Lectures, Workshops, Panel Presentations, and Poster Displays. Plenary and Sub- Plenary addresses will reflect the Congress theme, “Working with Families: Whole or Parts.” Applicants are encouraged to give consideration to the Congress theme when submitting abstracts, however, additional themes will be considered.

Applicants should submit a proposal with a title of no more than 90 words and a

short but thorough description of the presentation in 50 words or less. The short description will appear in the Congress program. In addition, include a longer description of your presentation of 350 words or less. The longer description will appear in the World Congress Book of Abstracts.

Proposals must be received no later than September 30, 2012.

Brief Presentations (25 minutes in length), presented in groups of three in a session, are facilitated by an assigned moderator and delivered to comparatively small groups. Where possible the three presentations are grouped under a common theme. Presentations are invited on clinical work, social policy, social justice, family therapy education, training, supervision, research, theory. (Limited to two presenters per presentation.)

Lecture Presentations (45 minutes in length), presenters will have the opportunity to share their work with colleagues in some depth. The lecture format is intended to focus on content and is primarily didactic with minimal audience participation. Topics for lecture presentations may consist of clinical work, research, theory, family therapy education and training, supervision, social policy, and social justice. (Limited to two presenters per presentation.)

Workshop Presentations: (60 minutes in length), presenters will have the opportunity to share their work with colleagues in some depth. The workshop format is intended to be interactive, with emphasis on experiential exercises and/or small group discussion in addition to some lecture. Proposals for presentations on clinical work, research, theory, family therapy education and training, supervision, social policy, and social justice are invited. (Limited to three presenters.)

Panel Presentations: (60 minutes in length), presenters will have the opportunity to share their work with colleagues in some depth. The panel format is intended to focus on content with presentations by panelists, group discussion among panelists and, and may allow for questions from audience. Proposals for presentations on clinical work, research, theory, family therapy education and training, supervision, social policy, and social justice are invited. (Limited to five

participants: one who serves as moderator and no more than four others who make presentations as panelists.)

Poster Display: (Limited to four presenters) Posters feature the work of researchers or other effective work in the field of family therapy. For example, (1) quantitative or qualitative research involving couples or families; (2) interventions with families or couples in larger systems; (3) family therapy training programs, supervision, or initiatives; or (4) larger system interventions. At the Congress, a poster number will be assigned and placed on each poster display in order to help attendees identify each display from a list of all posters. At an assigned time, presenters will stand by their poster so they can discuss their topic with interested Congress attendees. We recommend that presenters have a 2-page handout to provide. Poster size and dimensions: Maximum 70 cm wide (2.40 feet) and 90 cm high (2.9 feet). Presenters must be present at the Congress to have their name and poster display title published in the Congress materials.

Proposal Submission

Proposals must be submitted using the online form on www.ifta-congress.org. The boxes on the online form limit the text length for the presentation Title (<90 characters including spaces), the Short Description (<50 words), and the Long Description (<350 words).

Audio Visual Equipment: Requirements should be described for showing Powerpoint presentations or video with sound. Presenters are expected to bring a laptop computer to use audio visual equipment.

Contact Information: Needed for each person who plans to present the presentation. If there is more than one presenter, the person listed first will be considered the main presenter.

Request Official Letter of Invitation: Some applicants need an Official Letter of Invitation for Visa purposes. The online form provides a way to request this. This letter does not represent a commitment by IFTA to provide any financial assistance.

Proofread: It is the author's responsibility to proofread for errors.

Non-conformance: If a proposal does not conform to guidelines, the author will be asked to make corrections before their proposal is considered. As a minimum, proposals must conform to the following guidelines. (1) Authors of presentations and poster displays should be sensitive to issues of race, ethnicity, class, gender, sexual orientation, religion, lifestyle preferences, and other dimensions of human difference. (2) Only one version of a proposal is submitted. (3) All proposals are submitted using the online submission form.

Acknowledgements

Presenters will receive an email to acknowledge receipt of their proposal. After proposals are reviewed, presenters will receive an e-mail to acknowledge the Status of their proposal, defined as follows:

- Accepted: Proposal will be part of the Congress Program, contingent upon presenter Registration.
- Wait Listed: Proposal is not accepted at this time, but is being placed on a “wait list” and may be accepted upon the condition that an opening becomes available in the Congress Program.
- Rejected: Proposal is not accepted.
- Limited Acceptances: If more than two proposals are submitted by a main presenter, the selection process will limit acceptances to no more than two presentations that best fit the Congress theme or help to round out the Congress program. Co-Presenters: If there is more than one presenter, the person listed first will be considered the main presenter, and that person will receive the acknowledgement and will be responsible for forwarding the acknowledgements and other communications to all co-authors.

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Congress Registration - IMPORTANT

Within one month, after receiving an Acknowledgement of being Accepted, presenters and co-presenter **must** register and pay the full Congress fee. Completed registration confirms presenters as an official part of the Congress Program.

- If a presenter does not register within one month, the *presentation* will be DROPPED from the Program.
- If a co-presenter does not register within one month, their *name* will be DROPPED from the Program.