

Please Fill Out and Include with Submission

**Submission Checklist
and Presenter Acknowledgement**
(each proposal should be submitted separately)

I have submitted

(.pdf, .doc, or .docx format)

labeled *First Name, Last Name, Item (EmeryMikelPhoto.jpg)*:

- Photo of you - .jpg (submit co-presenter's too if applicable), might be cropped by staff.
- Name and Credentials followed by 100 Word Bio, (submit co-presenter's too if applicable)
- Complete CV (not resume) (submit co-presenter's too if applicable)
- Presentation Title (75 character limit, with spaces)
- Presentation Format (1-hour Talk, 3-hour Workshop, or 6-hour Intensive)
- 50-word Description of Presentation (to print in program)
- Program Outline Form
- Program Proposal Form (with any special material requests and the email address that you want us communicating with you on for the remainder of this conference, so please choose wisely [so we aren't bothering you at work!].)
- Submission Checklist and Presenter Acknowledgement (

Check if needed:

- Connection for laptop presentation such as PowerPoint (we will do our best to supply several types of connectors for the flat screen TVs, but if you know you need a special connection please bring the appropriate cable yourself.)
- Clear space for people to move/dance/spread out (not just because it would be nice, but vital for workshop.)
- Covering for tables (using art supplies, or materials that could be messy.)

Please Initial:

_____ I have checked each objective (same on both Program Outline and Proposal Form) and each has a number that makes it measurable. My objectives are measurable and observable. I understand if this is not true, my proposal will not be considered.

_____ I have obtained all necessary release forms.

_____ I understand that presenters are not financially or otherwise compensated. Up to 3 presenters per intensive/workshop/talk will have the option to sign up for other presentations for free (equal to the length of presentation given). I further understand that if the presentations I want to attend are full or I don't sign up for other presentations, I forfeit those free hours and do not get to use them at future events. (According to NY standards, presenters receive up to 3x the CE contact hours presented. 3 hour workshop = 9 NY LCAT CE contact hours for presenter.)

_____ I am available all 3 days of the conference to present and commit to presenting no matter which day I am scheduled for. (We understand that prior work or personal commitments may be unavoidable for some people. If there is absolutely no way you can present on a specific day please list it here _____)

Please Sign Below
(Presenters and Co-Presenters)

By signing below, I confirm that I have permission and release forms for all material included in my presentation and, furthermore, will follow all applicable ethical guidelines, strive to demonstrate best practices in my profession, and maintain confidentiality to protect my clients.

Printed Name	Signature	Date
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Printed Name	Signature	Date
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Printed Name	Signature	Date
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Questions or issues when submitting can be directed to emery.mikel@creativelyhealing.com

Please note that between 6/4-6/18 Emery will be out of the country. Any issues should still go to the email provided PRIOR to the deadline and Emery will help with any issues upon her return. If a submission is delayed because of this absence, but an email is present explaining the problem, there will be a short extension granted to give time to fix the proposal.