



2018 CONSULTING PSYCHOLOGY CONFERENCE

Conference Session Submission Instructions

February 8 – 11, 2018

Savannah, GA

TITLE OF PRESENTATION

The title should balance “flair” (i.e., providing an enticing and exciting title) with “function” (i.e., being descriptive enough so that participants can determine what they will gain from attendance).

LEAD PRESENTER INFORMATION

The lead presenter is the individual who will be listed as the primary speaker/author of this session and should be the key contributor of the session. In addition, this individual will act as the main point of contact for communications with the conference planning committee, including signing the Speaker Agreement and working with the Continuing Education and Programming Teams to address necessary changes and updates to the session. Please provide the individual’s name, degree, and organizational affiliation (as you would like it to appear in conference materials, such as the agenda), as well as his/her occupation/title, years of experience, and an email address to be used for correspondence about the session. Finally, a resume or curriculum vitae must be uploaded (a biographical statement will not suffice).

CO-PRESENTER(S) INFORMATION

Please provide information for each co-presenter for your session including the individuals’ names, degrees, and organizational affiliations (as you would like them to appear in conference materials, such as the agenda). Co-presenters are individuals who will be in attendance and have a speaking part during the session (with the exception of poster presentations). Please note, in order to earn CE eligibility, no more than 4 presenters for workshops and 3 presenters for other sessions (including the lead presenter) can be included. Sessions that are eligible for CEs will be given priority in the selection process. Finally, a resume or curriculum vitae must be uploaded for each co-presenter in order to be CE eligible (a biographical statement will not suffice).

SELECTION CRITERIA:

Criteria for each type of submission are listed below. Proposers are encouraged to review the conference theme when developing their proposals; those proposals that best reflect the theme will be given priority in the selection process. Proposers do not need to be members of the Society to submit a proposal.

Workshops, Concurrent Sessions, and Panel Presentations will be evaluated on the following Evaluation Criteria:

- Topic relates to the conference theme or is a current important issue for Society members.
- Proposed session will address the professional development needs of either beginning, transitioning, mid-level, or experienced practitioner audience.
- The presentation is rigorous and research-based or reflects best practice.
- Presenters are knowledgeable, experienced, and credible.
- Presentation content and style is interesting, informative, professional, and engaging.
- The session applies experiential and interactive learning methods.
- Overall quality of the proposal is high and offers applicable knowledge.
- Sessions can fit into the designated timeframe (concurrent and panel presentation sessions 90 minutes, workshops 4 or 8 hours).
- Proposal aligns well with other scheduled programs.

Focused Discussion Groups submissions will be evaluated using the following criteria. In order to ensure these sessions are a beneficial and successful experience for attendees, we ask that individuals who are proposing special interest group be prepared to host/facilitate the discussion.

- Topic relates to the conference theme or is a current issue for Society members.
- Please share why you believe this special interest group would appeal to the attendees of the conference.
- Please include a proposed approach to engaging the group during the discussion as well as questions or topics you will use to generate conversation.
- Sessions can fit into the designated timeframe (60 to 90 minutes).

Poster Submissions will be evaluated using the following criteria:

- Posters will be considered whether submitted by a current student or very experienced professional.
- Topic relates to the conference theme or is a current issue for Society members.
- Poster can be adapted to address the needs of beginning, mid-level, transitioning, and experienced audience members.

- The presentation is based on empirical or qualitative analysis, pilot, or case studies.
- Stand alone literature reviews will not meet the acceptance criteria.
- Overall quality of the proposal is high and offers applicable knowledge.

Proposal Type:

We encourage you to submit a proposal for the following presentation types. Only one can be selected.

1. **Workshops** are in-depth breakout and skill building sessions. They are either 4 or 8 hours in duration and should include a blend of lecture and other learning methods.
2. **Concurrent Sessions** are breakout sessions consisting of lecture style presentations, best practice reviews via case study, or skill building opportunities with hands-on learning activities. They are 90 minutes in duration.
3. **Panel Presentations** allow seasoned professionals to come together to present the work they are doing, share their experiences or insights, and engage in discussion with session attendees. Proposals should include the names of all planned panel presenters. Sessions will last 90-minutes.

This year, we are encouraging the submission of either a *full panel presentation proposal*, which should include a fully outlined panel presentation as well as the panel presenters and a moderator OR an *individual* can submit a proposal to be considered as a part of a panel about either INTERNAL CONSULTING or DIVERSITY AND INCLUSION in our field, which the conference planning committee will help to arrange and moderate.

- a. **Full Panel Presentation Proposal:** Please list the MODERATOR as the Lead Presenter and include all panel presenters in the Co-Presenter spaces above.
 - b. **Individual Panel Presentation Contributor Proposal:** Please include whether you would like to be considered for INTERNAL CONSULTING or DIVERSITY AND INCLUSION as a part of a panel, as well as what your experience is and why you would be a good candidate for a panel. The conference planning committee will review submissions and work to bring together panels with similar topics, experiences, or messages.
4. **Focused Discussion Groups** provide an opportunity to bring individuals together who are engaged in similar work, function within the same industry, or have other connected interests (e.g., health care industry consultants, internal consultants, individuals who have an interest in talent management practices, etc.) to discuss hot topics, share best practices, and explore future trends. Sessions will last 60 to 90 minutes.

5. **Poster Presentations** provide an opportunity for both students and professionals at all levels to showcase their qualitative or quantitative research during a poster gallery walk. At least one of the authors of the poster must be present during the poster session to discuss their work and answer questions.

Session Purpose:

This year, in order to appeal to our diverse audience, we would like to see a mix of research-based, best practice/case study-focused, and skills-building/practical sessions. As you design your proposal, please select one of the following categories to describe your approach:

- **Academic Insights Sessions** are lecture-based and focus on sharing the latest research, innovations, and data within our field.
- **Application Sessions** are opportunities for practitioners to share best practices and/or review case studies with their audience. This is the chance for the presenter to speak about his/her own experiences and lessons learned. Of particular interest would be practitioners who can share start-to-finish descriptions of interventions (e.g., organization-wide culture change, team-building work, change management projects, etc.). Presenters could also share how they applied a specific tool, model, intervention approach, etc. to a real-life problem and the outcomes they observed.
- **Skills-Building Sessions** are intended to be interactive working sessions during which the attendees engage in group discussions and problem-solving around a topic (e.g., challenges of increasing diversity within organizations, techniques to build leadership buy-in, etc.); they learn a new skill during the session (e.g., how to contract with a new coaching client, process facilitation, etc.); or learn about a tool and how to use it (e.g., a new engagement survey, using a specific assessment tool with a team, etc.).

Target Audience

We know that our attendees have different needs based on their level of experience within the field. In particular, we appreciate that an individual who is looking to transition into consulting or early in their career will face unique challenges and learning needs relative to those who are more seasoned. While anyone is welcome to join a session, APA requires that speakers select 1 – 2 (at most) of the target audience populations listed below.

- Students
- Post-Doc/Early Career
- Transitioning Psychologists
- Mid-level Psychologists (By Experience)
- Senior-level Psychologists (By Experience)

This year, we also hope to have a full line-up of opportunities for early career and transitioning psychologist attendees; sessions for those audiences are strongly encouraged.

Skill Level

This is NOT the same as identifying your target audience (above). Instructional skill level refers to the technical and conceptual skill level at which the material will be presented. It's akin to asking if your session is to be considered a beginner, intermediate, or advanced session for your selected audience. The more conceptual or technical skill and vocabulary you expect your audience to already have in order to maximally benefit from your session (i.e., the greater the prerequisite knowledge or skills), the more likely your session is to move from a beginner level session to an intermediate or even advanced one. Note that any level may be appropriate for a given target audience since a "beginner instructional skill level" session for students looks distinctly different from a "beginner instructional skill level" session for senior consultants. Typically only ONE instructional skill level will apply. In some instances TWO may be appropriate (especially for longer sessions) provided supporting rationale is provided. However, a session will not be approved for CEs if all three levels are selected.

- Beginner
- Intermediate
- Advanced
- Poster Submission

Track

In order to better align the material with the diverse interests of our members, new this year is the addition of three tracks – *Coaching, External Consulting, and Internal Consulting*. Please select one Track, the one that best represents the session.

- Coaching
- External Consulting
- Internal Consulting

This year, we have a strong interest in better representing content in the Internal Consulting Track, so we strongly encourage these submissions.

Audience Engagement

Please select up to three key learning methods that will be used during your session. While other methods on this list might be used, the purpose here is to represent those techniques that will make up the majority of the session. Next, provide up to a 100 word explanation for how you will use the learning methods below (and any others) during your session to engage your audience.

- Lecture
- Case Studies
- Small Group Discussion

- Panel Discussion
- Large Group Discussion
- Hands-on Activity/Role Playing
- Pre-reading Discussion
- Video
- Poster Submission
- Other (Please describe)

Brief Session Abstract

Please provide a brief 50 – 75 word abstract. This will be used in the conference program.

Session Outline

Please provide a 275 - 1000 word outline of the session content and the participants' experience. This should review the content that will be included and how the presenters will engage the audience. It should also include the approach the presenters will use to ensure (as much as one can) the session will meet the learning objectives. Please be specific.

Alignment with Conference Theme

Please first select one or more of the subthemes that align with your proposal (i.e., 1. Defying Gravity, 2. Creating Synergy, or 3. In an Uncertain World). Next, in 50 words or less, please provide an explanation of how your session aligns with the overall and/or selected subthemes. Please be specific.

Learning Objectives

Please submit learning objectives for the session. The learning objectives are very important in determining CE eligibility (reminder: sessions that meet CE eligibility will be given priority in the selection process).

- 3-4 for a session that is under 4 hours long (most sessions will fall into this category)
- 4-5 for a session that is 5-6 hours long
- 5-6 for a session that is 7-8 hours long

Learning Objectives must be observable, quantifiable and focused on what attendees will be able to do as a result of attending the session that will ultimately better serve the public and enhance the profession. Acceptable learning objectives clearly identify the broader contributions that might support the welfare of the consumer and the society by addressing ethical and regulatory implications associated with successful business practice. Learning Objectives must also be quantifiable, such as "List at least three," or "Describe at least two ways..."

Please see the CE Guidelines for more detailed information on writing properly worded Learning Objectives, including examples of using quantifiable action verbs (e.g.,

"Describe at least three," or "Compare and contrast," vs. inadequate and vague language (e.g., "will understand" or "will know.")

Section D Criteria

In order to be CE eligible, submissions must select one of the Section D Criteria (below) and provide a brief description (up to 100 words) explaining how the session will meet that criteria. Please review and select the appropriate "Section D" criterion into which you believe your session best fits. See the CE Guidelines if you'd like more detailed information concerning "Section D" criteria. Pick only ONE.

- Criterion 1.1 Program content focuses on application of psychological assessment and/or intervention methods that have overall consistent and credible empirical support in the contemporary peer reviewed scientific literature beyond those publications and other types of communications devoted primarily to the promotion of the approach.
- Criterion 1.2 Program content focuses on ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychological practice, education, or research.
- Criterion 1.3 Program content focuses on topics related to psychological practice, education, or research other than application of psychological assessment and/or intervention methods that are supported by contemporary scholarship grounded in established research procedures.

Current Literature References

Please provide at least 3 current (within the last 5 years) empirical or peer-reviewed literature references from the scholarly literature (i.e., generally textbooks are not acceptable) in support of your session's content or concepts. Reference may not be authored or co-authored by the session's presenter(s), regardless of the level of experience the presenters have with their topics. For more details about what does and does not qualify for literature references, see the CE Guidelines.

Full Disclosures of Commercial Support, Conflicts of Interest, and Financial Gains

Presenters are not permitted to advertise products or solicit business as part of their sessions or presentations. They are also required to disclose possible conflicts of interest or secondary financial gains. While financial gains (including speaker fees) or conflicts of interest (e.g., being an event sponsor or having a book or product coming on the market) do not necessarily preclude a session from being CE eligible, all potential conflicts of interest or financial gains must be disclosed. If a conflict or financial gain does exist, please explain how it will be managed so that it does not interfere with the presenters' ability to present and that it will not unduly influence audience members.

Audiovisual Needs and Room Setup Preference

Please select all audiovisual needs for the proposed session, as well as the preferred room setup. Please note that the conference planning committee will make every effort to accommodate requests; however, it might not be possible to meet every preference or request.