

CALL FOR AASP CONTINUING EDUCATION PROPOSALS

Proposals for the Pre-conference Continuing Education Workshops are being accepted by the AASP Continuing Education Committee. Continuing Education Workshops will be held in conjunction with the 26th Annual AASP Conference in Honolulu, Hawaii September 20-24, 2011. The workshops are designed to provide in-depth educational experiences on a variety of topics and issues related to applied sport psychology.

General Information

WORKSHOP FORMAT

AASP has been successful in experimenting with different scheduling options during the previous few conferences and will continue to offer flexible schedule offerings. Continuing Education Workshops can take the form of a 6-hour or 3-hour program in one of the four thematic areas: General, Psychology and/or Counseling, Mental Skills Training, and Sport Science. Whenever possible, workshops should be experiential and interactive, extending beyond a strictly lecture format. AASP strongly encourages submissions with more than one presenter.

The six-hour workshops may be spread over the evening of one day and the morning of the next day (Tuesday, Sept. 20 and Wednesday, Sept. 21) or be conducted during one full day (Wednesday, Sept 21) with a lunch break in the middle. Three-hour workshops may be scheduled during one evening session (Tuesday, Sept. 20 or Thursday, Sept. 22) or during the morning or afternoon on Wednesday (Sept. 21), **Friday (Sept. 23) or Saturday (Sept. 24)**. AASP reserves the right to make all final scheduling decisions based on the full package of submissions, but please include your scheduling preferences to aid us in our decisions.

RESPONSIBILITIES

The presentation of each Continuing Education Workshop requires specific collaboration between AASP, The Rees Group, Centennial Conferences, and the presenter(s). The responsibilities assumed by both parties are outlined below.

AASP/TRG Responsibilities:

1. Provide professional, developmental, and technical assistance.
2. Prepare and disseminate publicity materials.
3. Establish registration fees and determine deadlines.
4. Collect registration fees and process registration materials.
5. Manage on-site activities, including registration, attendance, educational resource sales, and workshop evaluation.
6. Record and maintain database of Continuing Education Contact hours.
7. Collect, dispense, and account for all funds.
8. Make the final determination (based on the number of pre-registered participants) whether the workshop will be held.
9. Notify the presenter, participants, and the workshop facility in the event of cancellation.
10. Collect, summarize, and distribute the program evaluations.

Centennial Conferences Responsibilities

1. Make arrangements with the facility for room set-up and audio-visual equipment.
2. Manage A/V and room set up on site.

Presenter Responsibilities:

1. Design specific content for the workshop.
2. Develop appropriate workshop materials.
3. Design handout materials for participants.
4. Conduct workshop activities.
5. Submit voucher outlining lodging and per diem expenses (Tuesday presenters only).
6. Notify the AASP Continuing Education Chair of any changes in address or telephone number of presenter(s).
7. The organizing presenter must be a member of AASP.

HONORARIUM

6-hour workshop: \$300 (per workshop, not per presenter)

3-hour workshop: \$150 (per workshop, not per presenter)

REIMBURSABLE LODGING AND OTHER EXPENSES

1. One night's pre-conference lodging at the prevailing conference hotel rate for single occupancy if workshop is conducted on or beginning Tuesday or Wednesday morning. One room at double occupancy rate is reimbursable for workshops with two presenters. Presenters must incur the cost of one room when two rooms are necessary.
2. One full day's per diem of \$35 per presenter (up to two) if workshop is conducted on or beginning Tuesday or Wednesday.
3. These expenses (lodging and per diem) are provided for a maximum of two presenters per workshop. If more than two presenters are involved, it is the responsibility of the presenters to divide up the lodging and per diem as they see fit.
4. Reproduction of up to \$75 for handouts or other workshop materials (receipts requested)
5. Original receipts for incurred expenses must be submitted with the reimbursement request to the Professional Standards Division Head, Justine Reel, who will submit these requests to the Secretary-Treasurer.

FINAL SCHEDULING OF WORKSHOPS

AASP decides whether to present or cancel an advertised Continuing Education Workshop based on the number of persons who pre-register. Registration numbers must meet sufficient criteria for operational costs. This decision is made at least 14 business days in advance of the scheduled date. In the event of cancellation of the workshop, AASP notifies the presenter, workshop facility, and the pre-registered participants of that action.

EVALUATION

The evaluation of the workshop content, organization and format, and knowledge and skills of the presenters are important to the development of a quality Continuing Education Program. To this end, AASP solicits evaluations from participants at the end of each workshop. The information derived from the evaluations is shared with the presenters and is used to assist in improving the quality of future workshop programs and activities.

MERCHANDISING OF MATERIALS

AASP Continuing Education Workshops are designed to educate participants on a variety of topics related to applied sport psychology. In keeping with this focus, we encourage you to provide a bibliography of relevant resources for participants. However, it is inappropriate to engage in merchandising of specific texts and materials and we ask that you refrain from doing so. If you would like to be a Conference Exhibitor for books or other materials, please contact Dr. Glyn Roberts, Acting Past-President and Conference Coordinator; INSERT GLYN'S EMAIL. He will facilitate the process of becoming an exhibitor.

CANCELLATION BY CE PRESENTERS

Continuing Education Workshops provide an important service to the AASP membership. Because of scheduling and budget demands and the number of participants involved, it is imperative that all presenters adhere to their professional and ethical commitments to the organization. To this end, any CE presenter who withdraws from the program (aside from documented medical emergencies) will be banned from all AASP programming for a period of five years.

DIVERSITY

AASP is committed to the promotion and understanding of diversity within our field. Continuing Education Workshops should reflect this spirit. Please contact members of the AASP Diversity Committee if you have questions about how to integrate diversity issues into your workshop.

AASP Continuing Education Workshop Submission Cover Sheet

Instructions: Please TYPE the information requested below or reproduce on your computer and submit. After your cover sheet, please attach your completed workshop proposal following the guidelines presented in the Call for Proposals.

Workshop Title:

Presenters: Please attach an extra sheet if more than 2 presenters are involved.

1. Name: _____ Highest Degree: _____

Address: _____

Phone: _____ (Office) _____ (Home)

FAX: _____ E-Mail: _____

2. Name: _____ Highest Degree: _____

Address: _____

Phone: _____ (Office) _____ (Home)

FAX: _____ E-Mail: _____

Preferred Workshop Format: Please rank order your preferred workshop format.

Six Hour Workshops

___ Tuesday Night & Wednesday Morning

___ Wednesday Morning & Afternoon

Three Hour Workshops

___ Tuesday Night

___ Wednesday Morning

___ Wednesday Afternoon

___ Thursday Night

___ Friday Afternoon

___ Saturday Afternoon

AV Requirements: Please check all the audio-visual equipment needed for your workshop.

Chalkboard/Flip Chart
(circle preference)

Overhead Projector
(including screen)

Slide Projector
(including screen)

VCR/TV

LCD
(including screen)

Special Requests: Please indicate any special concerns or requests (e.g., limit on number of participants, unique equipment or facility requests such as table arrangements, etc.)

Budget: Please itemize your budget including only handouts or other materials needed.

NOTE: Program acceptance decisions are not made on the basis of preferred workshop format, AV requirements, or special requests, but compromises in your requests may be necessary if your workshop is accepted.

AASP Continuing Education

PROPOSAL SUBMISSION INFORMATION

Please follow the instructions for preparing workshop proposals carefully. All proposals must be typed in the following format:

I. Workshop Cover Sheet

A. Includes title, presenter information, preferred workshop format, AV requirements, special requests, and approximate budget

II. Presenter Information

A. **Biographical Statement:** Include a brief summary of professional experience (for each presenter, no more than one page each), especially that which is pertinent to the proposed program (e.g., previous continuing education workshops conducted)

III. Workshop Information

A. **Abstract:** Please give an overview of the proposed workshop (e.g., target audience, objectives, content, methods, etc.) in 100 words or less.

B. **List of Learning Objectives:** Please enumerate the MAIN learning objectives of the workshop, with specific attention to how they relate to applied sport psychology.

C. **Program Agenda:** Please provide an agenda describing workshop methods and learning activities for the duration of the program, including approximate time frames.

D. **Integration:** Please describe in a few paragraphs how the workshop content and methods will enable participants to achieve the learning objectives.

E. **Justification:** Please describe in a few paragraphs how the program will benefit the attendees and why the program is relevant at this time.

Carefully review your workshop proposal for completeness. Proposals that are more detailed and follow the above guidelines are more likely to be reviewed favorably. Workshop proposals will be evaluated by the AASP Continuing Education Committee according to the following criteria: Timeliness and relevance of topic, completeness and quality of proposed program, need for and interest in the topic, and qualifications/expertise of the presenters. Final decisions regarding CE workshops are made after the Spring Executive Board meeting, usually in late April.

Please e-mail your proposal in one attachment with the required elements to TiffanyVargas.Tonsing@utsa.edu by March 1, 2011.
