

Water & Stone Conference Proposal Checklist

Make sure all co presenters have reviewed and agree to the following information.

If submitting more than 1 proposal, each proposal should be submitted separately and completely.

Below is all the information you will need to submit through the google form. Please use this checklist to have everything readily accessible to upload or copy/paste before accessing the form.
Formatting (.jpg, .pdf, .doc, etc.) - Specified whenever you will need to upload a file.

Google Form Submission Link at Bottom of Document

Information:

- Email Address of Point Person (choose one person if you have co-presenters)
- Name as you want it to appear on Continuing Education Certificate and Credentials (LCAT, ATR-BC, DMT, MTBC, etc.) (submit co-presenter's too when applicable)
- Co Presenter(s) – names (as they will appear on certificates), credentials, and email addresses.
- (.jpg) Headshot of each presenter - will be cropped as needed by W&S.
- 100 Word Bio for each presenter (strict max of 100 words per presenter or proposal not considered)
- (.pdf) Complete CV or Resume for each presenter.

Presentation Information:

- Presentation Title (50-character limit)
- Length (2-hour Workshop, 3-hour Workshop, or 6-hour Workshop)
- 50-word (max) Workshop Description (to print in program – strict word limit)
- Outline of Workshop (See example below) – Upload .doc or .pdf

Example Outline for a 2-Hour Workshop

Amt. of Time	Brief Description
10 minutes	Introductions
20 minutes	Mandala Art Experiential
	Check-in/Say 1 word about art
30 minutes	What is Grief?
	Clinical Applications
20 minutes	Art Response
15 minutes	Open Sharing
10 minutes	Closing Meditation
15 minutes	Q&A

Pay Attention to:

- Make sure the amount of time in the "Amt. of Time" column adds up to the total amount of time you will be running your workshop.
- The "Amt. of Time" column should be broken into increments that are 30min. or less
- In the "description" column, please be clear, but you don't need to include details.
- You can include a maximum of one 10 min break in a 2-hour workshop or two 10 min breaks in a 3-hour workshop.

Optional Materials Fee (not for most workshops):

- If you have special materials because of your unique offering and feel it's easiest to ship materials to participants, you may ask for a materials fee to be added to the workshop (up to \$25/person). This must cover the special materials you will be shipping and the cost of shipping. Only plan on shipping the unique/special materials and participants will be responsible for anything that is more common.

Your Objectives:

- 4 objectives that start with “Participants will be able to...”
Examples...
Participants will be able to list 2 challenges facing clients with depression.
Participants will be able to identify 3 benefits of using meditation in therapy.
Participants will be able to lead a 5-minute guided visualization.

Must be what the participants will be able to DO after the workshop. Must be in behavioral terms - observable and measurable. Include a number to make it easy!
- Acceptable words include - list, name, define, identify, recognize, compare and contrast, describe, outline, state, explain, label, etc.

You will be asked to check the box next to each of these statements on the google form:

- I have double checked each objective and every single objective 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 and my co-presenters have obtained all necessary release forms and I am/we are HIPAA compliant.
- I understand that presenters are not compensated beyond the following...up to 3 presenters per workshop will have the option to sign up for one other presentation for free. I further understand that if the workshop I want to attend is full I will need to choose another or, if I don't sign up for one, I forfeit those free hours. The free workshops must be during this conference.

Commitment to Scheduling

- I am/We are available all 3 days of the conference to present and commit to presenting no matter which day/time I am scheduled for. Exception – I, Emery, totally understand that prior work, personal, or religious commitments may be unavoidable for some people. If there is absolutely no way you can present on a specific day please list it here (space is available on the google doc) and, while I can't guarantee anything, I will do my best to accommodate scheduling for your workshop.

Professional Agreement

- By typing my name below, I confirm that I and my co-presenters have permission and release forms for all material included in the presentations and, furthermore, will follow all applicable ethical guidelines, strive to demonstrate best practices in our professions, and maintain confidentiality to protect my clients. Furthermore, I attest to the level of expertise each presenter in my workshop brings to the conference being at an appropriate level to speak on and teach about these topics in a highly professional manner that comes from experience, research, and wisdom gained over time. Finally, we have made an exhaustive effort to be aware of cultural, religious, historical, etc. connections to the topics we are presenting on and either have an appropriate connection or level of expertise to present in a way that raises awareness and avoids appropriation.

Now you are all set to go to the google form and submit your proposal!

2025 Proposals Submissions Link
<https://forms.gle/3JQmYC96cbnvspzV8>

Please feel free to email if you have any questions!
emery.mikel@creativelyhealing.com

Thank you for bringing your creative wisdom to the conference!
Warmly, Emery