

# 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.

Google Form Submission Link at Bottom of Document

## Information:

- Email Address of Point Person (choose one person if you have co-presenters)
- Name and Credentials (LCAT, ATR-BC, DMT, MTBC, etc.) as you want them to appear on Continuing Education Certificate (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 – please have some room around your head so we can adjust/crop as needed.
- 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)
- Pre-Conference (In-Person, Rochester) or Main Conference (Virtual)
- Length (1-hour talk, 2-hour Workshop, 3-hour Workshop, 6-hour Intensive)
- 50-word (max) Workshop Description (to print in program – strict word limit)
- Outline of Workshop (Timeline/Topics/Experientials) – Upload .doc or .pdf

## 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 \$35/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 - What the participants will be able to DO after completing the workshop

“Participants will be able to...” + verb\* + *measurement* + topic/focus

Examples...

Participants will be able to list 2 challenges facing clients with depression.

Participants will be able to identify *at least 1* benefit of using meditation in therapy.

Participants will be able to lead a *5-minute* guided visualization.

\*Acceptable verbs 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 applicable 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 have either an appropriate connection to or level of expertise on the topic 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!  
2026 Proposals Submissions Link

Please feel free to email if you have any questions!  
[emery.mikel@creativelyhealing.com](mailto:emery.mikel@creativelyhealing.com)

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