



SPA Workshop/Webinar Proposal Information

Applications must be submitted by **August 15, 2021** using the following link:

<http://bit.ly/SPA-Workshops-22>

Email Address of Person Submitting Form: _____

Title of Session: _____

How many presenters will be in your workshop?: _____

SPA will allow up to three presenters for a workshop. Webinars are welcome to have a panel of up to three people as well.

Presenter Information

Presenter Full Name: _____

Presenter Degree Information: _____

Presenter Institution/Organization Affiliation: _____

Presenter Mailing Address: _____

Presenter Email Address: _____

Presenter Daytime Phone Number: _____

Presenter Documentation of Presenter Skills: _____

Please share information about past presentations, prior evaluations, or examples of previous presentations if online.

Workshop Time and Format

SPA is seeking workshop and webinar offerings that will both be tied to the 2022 SPA Convention, currently scheduled from March 9-13, 2022 in Chicago, IL, as well as offered throughout the 2022 calendar year. These questions relate to this adjusted format.

In what format are you willing to present? Please select all that apply.

- In Person Only- All presenters and attendees would be in person at the 2022 SPA Convention in Chicago, IL on between March 9-13.
- Virtual Live- All presenters and attendees are participating on a device in a different location (e.g. home). There are no onsite attendees.
- Virtual Not Connected to the Convention
- Pre-Recorded Presentation ONLY

Length of Workshop:

- Full Day - Workshop Half Day - Workshop
 90 Minutes - Webinar 60 Minutes - Webinar

- For In Person Presentations- Full Day Workshops are traditionally 8am-5pm. Half Day Workshops are traditionally either 8am-11:45am or 1:15pm-5pm.
- For Virtual Live Presentations- Full Day Workshops may be split over a two-day period.
- Webinars may be either 60 minutes or 90 minutes, dependent on content.

Are you open to having your session recorded and available for future attendees to watch: Yes No Maybe

This question will not affect the review of your proposal. We will also provide additional details before you confirm you are open to your session being recorded.

In Person Workshops traditionally fall on the Wednesday and Thursday before, as well as the Sunday after, the convention. Are you willing to present outside of these dates? Yes No Maybe

For the in person presentations, what is your preferred day to present?

- Wednesday Thursday (Morning) Sunday

Workshop Information

Please see pg. 91 onwards in the 2021 SPA Program Book for examples of previous workshop information: <https://spa-convention.org/wp-content/uploads/2021/03/Conv-21-Book-1-5.pdf>

Description of Workshop: _____

Course Outline: _____

Please include time devoted to each topic area.

Topic Relevance and Content Expertise: _____

Please share empirical and/or theoretical evidence that supports this presentation topic. Additionally, please share how the presenters are qualified to present this information.

Skill Level of Participants: _____

Educational Objectives

There are specific APA requirements for how goals and objectives should be created. For half-day workshops, please provide at least 3 and no more than 4 goals and objectives. For full-day workshops, please provide at least five and no more than six goals and objectives. APA guidelines for writing goals state that the following verbs should be avoided: know, understand, learn, appreciate, become aware/familiar. Preferred verbs to consider are: list, describe, recite, write; compute, discuss, explain, predict; apply, demonstrate, prepare, use; analyze, design, select, utilize; compile, create, plan, revise; assess, compare, rate, critique. Please see this document for more information about how to write goals and objectives for your workshop:

<https://www.apadivisions.org/division-39/about/continuing-education/objectives.pdf>

Please list your Educational Objectives:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

If you have any questions or concerns regarding this application, please contact our office at info@spaonline.org.