



Firefly Institute Continuing Education Workshop Proposal Criteria

The following information is required to submit a proposal for the Firefly Institute:

Required Presenter Information:

- Each presenter(s) contact information, credentials and title
 - Presenter/co-presenter must have a master's degree or higher in a mental health field
 - A brief biography for each presenter
 - Current CV/Resume for each presenter
 - Picture (headshot) for each presenter

Required Presentation Details:

- Presentation title
- Workshop overview
- Learning objectives. Measurable objectives that describe what the attendee will need to know or be able to do as a result of attending the workshop. See APA's document "writing behavioral objectives and assessments" for guidance.
 - For workshops seeking to meet additional requirements for APT credits, the term 'play therapy' must be included and used meaningfully throughout the learning objectives.
 - 6 objectives are needed for full-day workshops/proposals
 - 12 objectives are needed for two-day workshops/proposals
 - 18 objectives are needed for three-day workshops/proposals
- Citation for 3-5 sources. At least three of which must be published within the last ten years in contemporary peer-reviewed scientific literature or publications which support the content of your program. No more than one can be your own publication.
- If applicable, a summary of how this presentation addresses and expands the therapists' multicultural/diversity competency
- A brief description of how you will use your time (lecture, group discussion, experiential, etc.)
- Media, audio/video or other technology you will require to successfully deliver content
- Any space requirements
- Description of any additional materials you will need (expressive arts materials, yoga mats, etc.)

The Firefly Institute education committee will review all proposals and respond within 2-4 weeks upon receipt. If accepted, you will be asked to schedule your workshop/event and a speaking contract will be provided.

Two weeks prior to the event:

- Handouts, PowerPoint or any other materials must be provided to the institute. Attendees will be provided a copy of your handouts/materials as indicated.
 - PowerPoint handouts will be limited to 40 pages
 - Additional handouts are limited to 20 pages
 - Handout materials over these requirements are the speaker's responsibility. Firefly will contact you with these details should the need arise.
 - All handouts must be accurate for the information being presented, have empirical statements, describe any limitations or ethical issues and include appropriate citations
 - Presentations must be at a post-graduate level (instructions, handouts, etc.)

Submission: Michelle M. Pliske, MSW LCSW RPT-S

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