

<http://www.ifta-congress.org/docs/GeneralGuidelines.pdf>

## **Call for Proposals for IFTA's 2018 World Family Therapy Congress**

**March 8 – 10, 2018**

Proposals are sought for the next IFTA World Family Therapy Congress in one of the following categories: Brief Presentations, Lectures, Workshops, Panel Presentations, and Poster Displays. Presentations should reflect the broad field of family therapy. Many workshop themes will be considered for the congress. [Check here](#) for possible congress themes.

Applicants should submit a proposal with a title of no more than 90 words and a short but thorough description of the presentation in 50 words or less. The short description will appear in the Congress program. In addition, include a longer description of your presentation of 350 words or less. The longer description will appear in the World Family Therapy Congress Book of Abstracts.

**Proposals must be received no later than *September 30, 2017***

**Brief Presentations** (20 minutes in length), presented in groups of two in a session, are facilitated by an assigned moderator and delivered to comparatively small groups. Where possible the two presentations are grouped under a common theme. Presentations are invited on clinical work, social policy, social justice, family therapy education, training, supervision, research and theory. (Limited to two presenters per presentation.)

**No Audiovisual will be available for the Brief sessions. You may wish to bring handouts for your attendees.**

**Lecture Presentations** (45 minutes in length), presenters will have the opportunity to share their work with colleagues in some depth. The lecture format is intended to focus on content and is primarily didactic with minimal audience participation. Topics for lecture presentations may consist of clinical work, research, theory, family therapy education and training, supervision, social policy, and social justice. (Limited to two presenters per presentation.)

**Workshop Presentations:** (45 minutes in length), presenters will have the opportunity to share their work with colleagues in some depth. The workshop format is intended to be interactive, with and/or small group discussion in addition to some lecture. Proposals for presentations on clinical work, research, theory, family therapy education and training, supervision, social policy, and social justice are invited. (Limited to three presenters.)

**Poster Display:** (Limited to four presenters) Posters feature the work of researchers or other effective work in the field of family therapy. For example, (1) quantitative or qualitative research involving couples or families; (2) interventions with families or couples in larger systems; (3) family therapy training programs, supervision, or initiatives; or (4) larger system interventions. At the Congress, a poster number will be assigned and placed on each poster display in order to help attendees identify each display from a list of all posters. At an assigned time, presenters will stand by their poster so they can discuss their topic with interested Congress attendees. We recommend that presenters have a 2-page handout to provide. Please see the “[Congress Schedule/Agenda](#)” in the congress web site for the notice of the Poster Session.

**Poster size and dimensions:**

Posters should be no larger than 92 cm (36 in) wide x 76 cm (30 in) high. Posters should be no smaller than 70 cm (28 in) x 70 cm (28 in). For more information, [click here](#).

*Presenters must be present at the Congress to have their name and poster display title published in the Congress materials*

**Proposal Submission**

Proposals must be submitted using the online form on [www.ifta-congress.org](http://www.ifta-congress.org). The boxes on the online form limit the text length for the presentation Title (<90 characters including spaces), the Short Description (<50 words), and the Long Description (<350 words).

**Audio Visual Equipment:** Requirements should be described for showing PowerPoint presentations or video with sound. Presenters are expected to bring a laptop computer to use audio visual equipment.

**Contact Information:** Needed for each person who plans to present the presentation. We will accept [one presentation as first author but no more than two presentations per presenter](#).

**Request Official Letter of Invitation:** Some applicants need an Official Letter of Invitation for Visa purposes. The online form provides a way to request this. This letter does not represent a commitment by IFTA to provide any financial assistance.

**Proofread:** It is the author's responsibility to proofread for errors.

**Non-conformance:** If a proposal does not conform to guidelines, the author will be asked to make corrections before their proposal is considered. As a minimum, proposals must conform to the following guidelines. (1) Authors of presentations and poster displays should be sensitive to issues of race, ethnicity, class, gender, sexual orientation, religion, lifestyle preferences, and other dimensions of human difference. (2) Only one version of a proposal is submitted. (3) All proposals are submitted using the online submission form.

## **Journal of Family Psychotherapy**

One of the benefits of being a member of IFTA is The Journal of Family Psychotherapy. We strongly encourage World Congress presenters to submit their work in the journal. The Editor will be present during the conference and if you have any questions, please feel free to contact him at the Congress Registration desk.

### **Acknowledgements**

Presenters will receive an email to acknowledge receipt of their proposal. After proposals are reviewed, presenters will receive an e-mail to acknowledge the Status of their proposal, defined as follows.

- Accepted: Proposal will be part of the Congress Program, contingent upon presenter Registration.
- Wait Listed: Proposal is not accepted at this time, but is being placed on a “waitlist” and may be accepted upon the condition that an opening becomes available in the Congress Program.
- Rejected: Proposal is not accepted.

**IMPORTANT Please note: Only the lead presenters receives the confirmation and any other information relevant to the Congress. As a lead presenter, it is YOUR responsibility to inform the other presenters of any information from the Congress Event Office.**

**Limited Acceptances:** Due to the growth of the World Congress over the past few years, we are only able to accept no more than two proposals by **any presenter**. If your name is on more than two proposals, we will accept those abstracts that best fit the Congress theme or help to round out the Congress program. Please note that

this applies to whether you are the lead presenter or co-presenter. If there is room in the program for a third presentation will contact you. Poster presentations do not count toward your presentation total.

**Co-Presenters:** If there is more than one presenter, the person listed first will be considered the main presenter, and that person will receive the acknowledgement and will be responsible for forwarding the acknowledgements and other communications to all co-authors.

### **Congress Registration – IMPORTANT**

Within **one month**, after receiving an Acknowledgement of being Accepted, presenters and co-presenters must register and pay the full Congress fee. Completed registration confirms presenters as an official part of the Congress Program.

- If a presenter does not register within one month, the *presentation* will be DROPPED from the Program.
- If a co-presenter does not register within one month, their *name* will be DROPPED from the Program.