

PRESENTER PROPOSAL CHECKLIST

GOAL:

The goal of this checklist is to support you as a presenter in submitting your proposal. An important condition of each proposal is to be compliant with APA criteria and therefore eligible for continuing education credits.

ON YOUR TITLE

- Does your title represent the content of the workshop?
- Does your title have a link to SCT (or one of the core concepts)?
- Is it clear and concise (think of words used, length, etc.)?
- Does your title invite/stimulate interest in the workshop?
- Capitalize every main word in Title (not "the", "is", "and").
- No period at the end of the sentence.

ON YOUR DESCRIPTION

- Read your description through the eyes of the participant. Is it clear and compelling? Check for vagueness, length, redundancy, and logical progression.
- Would a participant have a clear idea of what to expect if they attended the workshop/institute?
- Check the length and edit to a maximum of 65 words if needed.
- Check grammar, spelling, etc.

ON PRESENTER(S) INFORMATION

- Are all presenters listed in the proposal?
- Have you added your credentials – educational degrees, as well as special credentials (CGP, ABPP, FAGPA)?
- Is every presenter's email address in the proposal?
- Is your bio one paragraph, and does it include the basis of expertise regarding the program content, ability to teach, and past experience as an

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educator or trainer? The bio will be printed on the website so keep an eye out for length and remove any redundant information.

- CV: check to see that it has been uploaded and can be opened.

ON YOUR LEARNING OBJECTIVES

- Does the LO answer the sentence: "Based on attending this event, I know or am able to (...)".
- Is each LO concise, clear and grammatically correct?
- Is each LO measurable & observable?
- Is the focus of your LO on the learner? The LO is not the participant's experience in/of the workshop, but rather on what they will know or be able to do as a result of attending.
- Is the focus of your LO on skills that can be applied in a psychological practice or other professional environment?
- See list of verbs to consider and verbs to avoid when writing a LO. There is a very helpful link that you can access when you are in the "Edit" mode of the proposal. It is in the instructions for the LOs and is in blue: [APA Guidelines for Writing Behavioral Learning Objectives and Assessments](#).
- The first word of every LO is capitalized. No period at the end of each LO.

ON YOUR PRESENTATION CONTENT

- Is your workshop backed by a methodological, theoretical, research or practice knowledge base (e.g. widely used, or cited by other professionals in their work, relevant research studies, peer reviewed)? There is a helpful sample narrative that can be accessed from the "Edit" mode in the instructions for this section.
- If client/patient material will be used in the presentation, is the information sufficiently disguised in the proposal and the presentation to guarantee privacy? Or is there appropriate consent for use of the material from the client/patient?

ON YOUR SUPPORTING REFERENCES

- Are there 3 to 5 references that support the workshop content?
- No more than 1 reference that is authored by the presenter(s).
- Do you have at least 3 references current within the last 10 years (from the year of the conference)?

ON YOUR GENERAL PROPOSAL

- Use American rather than British spelling.
- Did you check your grammar, punctuation, capitalization and spelling throughout the proposal?
- If you introduce a theoretical orientation other than SCT, check to see that there is a theoretical/scientific/knowledge based foundation and that the relevance to SCT is clear.

QUESTIONS?

When you have questions about your proposal, please contact one of the PPG members.

THANK YOU!

For your energy and creativity!

You are an important voice in
and for the development of our
system as a whole. Together
we can create the conference
we all want to be a part of.