



American Art Therapy Association  
41st Annual Conference  
November 3-7, 2010  
Sacramento, California

## Proposal Submission Instructions

### 41st Annual American Art Therapy Association Conference

November 3-7, 2010  
Hyatt Regency Sacramento &  
Sacramento Convention Center  
Sacramento, California

**Proposal Submission Deadline:  
Friday, February 26, 2010**

### *Art Therapy: Awakening Awareness*

The American Art Therapy Association is accepting proposals to present at its 41<sup>st</sup> Annual Conference. The Greek word "Eureka" meaning "I have found it!" is featured on the California State Seal, and the American Art Therapy Association agrees! California embraces and promotes an environment where "it" (awareness) can be nurtured and experienced. So as we gather in Sacramento for the 2010 American Art Therapy Association Annual Conference, let us draw on this state tradition to nurture each other and awaken our potential for inspiration and creative sustenance.

#### **General Guidelines**

Proposals will **ONLY** be accepted via online through the American Art Therapy Association Proposal Submission/Speaker Management website. Hardcopy proposals will **NOT** be accepted. The deadline for proposal submission is Friday, February 26, 2010 at 5 p.m. Eastern Time.

Due to space and time limitations, preference will be given to new material that adds to the body of knowledge in the field of art therapy. When two presentations of equal value and quality are accepted by the blind review committee, the Conference Committee will lean in favor of the presenter not already represented at the conference. Please prepare your presentation proposal with this in mind.

**All presenters and co-presenters pay regular conference registration fees.**

#### **Overview of the Submission Process**

Before you can submit your actual presentation proposal, you **MUST** create a Presenter Profile on the submission website. **Note: If you have an existing profile from the last two years, you may log in using your current user name and password. Please use that to log in to your profile and make the necessary updates.** For new users, please create a new profile. See Step 1 below for more information on what will be required when you create your profile. We encourage you to do this TODAY.

Once your profile is created or revised, you should work offline to completely prepare the materials needed to submit your actual proposal.

**NOTE:** You will **NOT** be able to partially submit your proposal because the system is set up to check to make sure the proposal is complete before accepting it into the proposal system. You **WILL** be able to go back later and edit what you submit but only if the initial submission is successfully completed.

Only after you have all the required materials prepared should you go to the submission/presenter website to actually submit your proposal. This link and your user name and password will be provided to you in a confirmation email you receive after you've created your profile. The first confirmation email will be generated automatically when you successfully create a profile.

### **Step 1: Create Your Presenter Profile**

1. Prepare a 50-word biographical sketch for yourself. You will be asked to cut and paste this into a field on the Presenter Profile online form.
2. Update your CV/Resume and have it saved on your hard drive. You will be asked to attach this file to your online profile using a file upload feature contained on the Presenter Profile online form. *(This information will only be available to the conference committee, reviewers of non-blind presentations, and the National Board for Certified Counselors, where we are a Continuing Education provider.)*
3. Go to the Presentation Profile online form at the following URL and click the appropriate button:

<http://www.xcdsystem.com/aata2010/index.cfm>

4. Complete the required profile fields, copy and paste your biography, click the browse button to locate your CV/Resume on your hard drive (click open) to upload it to the site, which attaches it to your profile, then submit your profile. *(Please be aware that if your proposal is accepted, in addition to the Conference Committee, Management Company and CEC granting agencies, your email address will be made available to conference attendees for contact information post-conference. If you prefer to be contacted by mail or phone, make that information available to attendees at your presentation.)*
5. If there are any errors, they will appear at the top of the page. If your submission was successful, the page will indicate that.
6. Your username and password will be emailed to you automatically. Be sure to check your spam or junk email folders.

**NOTE:** To ensure that you receive the appropriate notifications regarding your presentation, please add the **@aataconference.org** domain to your "safe senders" list to prevent the emails from being treated as spam.

### **Step 2: Prepare Your Materials Offline**

1. Presentation Formats. Choose the appropriate format for your presentation from the list below:



American Art Therapy Association Conference  
[www.aataconference.org](http://www.aataconference.org)

Email: [info@aataconference.org](mailto:info@aataconference.org) Ph: 866-632-1492 Fax: 703-991-0810

Blind Reviewed Formats: The following presentation formats undergo blind reviews (presenter's identity is withheld from reviewers—Submitters should double check the abstract to verify there are no names mentioned, or other identifying material.):

- PAPERS (50 Minutes) Oral presentations of written material, usually presented by one (1) or two (2) authors.
- PANELS (90 Minutes) Groups of individuals speaking on different facets of the same topic (three (3) to six (6) panelists, including moderator)
- WORKSHOPS (90 Minutes) Experiential format designed to engage all participants in a process to gain experience and mastery over material covered.
- DIGITAL POSTER SESSIONS (30 Minutes) Informal presentation to groups of observers. Presenter provides computerized "posters," which contain artwork, research data, charts and other visual aides.

Formats that are Not Blind Reviewed: The following presentation formats are openly reviewed (presenter's identity is not withheld from reviewers):

- ADVANCED PRACTICE COURSES These full- and half-day courses are held on Wednesday and/or Sunday, the first and last days of the conference. The following topics can be considered: practice management in art therapy, innovative clinical approaches, diversity in treatment and research, best practices in art therapy, ethics and use of technology.
  - PERFORMANCE ART (50 Minutes) Presentation of professional issues or clinical practice in art therapy through performance art modalities including drama, music, poetry, text, movement, visual art or combinations thereof.
  - VIDEOS (50 Minutes) Finished video recordings on topics related to professional issues or clinical practice. It is recommended that each video presentation have both a presenter and a discussant.
  - FOCUS GROUPS (50 minutes) Network of individuals meeting for an open discussion in a special interest area. Focus is on sharing among participants rather than a formal presentation. Title must clearly identify interest of group and proposal must define structure of group.
2. Obtain Release Forms. If you are using artwork or images (other than your own) in your presentation, you MUST obtain the appropriate releases BEFORE submitting your proposal. It is your responsibility and obligation to obtain any required releases.
  3. Audience Size. Determine if there is a limit to the number of people who could participate in the session for it to be a successful learning experience for the audience.

4. Presentation Title. Decide on a title for your presentation. The title may NOT exceed 12 words. The title you give us when you submit your proposal will be the title we use for your presentation throughout our promotional and resource materials. Please use **Title Case**, don't use all upper case or all lower case.
5. Track. Determine which ONE track best categorizes your presentation. The tracks are:
  - **Clinical Approaches** in art therapy with a variety of populations and settings: Addictions/Substance Abuse (AS); Child/Adolescents (CA); Forensics (FS); Geriatrics (GE); Medical Settings (MS); Psychiatric Settings (PS) and School Setting (SS)
  - **Contemporary Issues & Current Trends** that are being investigated in the following areas of interest: Activism (AC); Autism (AU); Credentialing (CR); Ethics (ET); Grief/Mourning (GM); Professional Practice (PP); Technology (TE) and Trauma (TR)
  - **Education & Supervision (ES)** – Updates in art therapy training and education. Focusing on the latest teaching methods, supervision techniques, and educational developments.
  - **Multicultural (MC)** – How art therapy heals diverse people. Increase multicultural competency by learning about cross-cultural relationships, programs, and practices.
  - **Research/Evaluation (RE)** – The theory and practice of clinical evaluation, the use of standardized assessments, systematic case studies, outcome studies, and all forms of inquiry, using or exploring various research methodologies.
  - **Studio & Community (SC)** – Programs with an art studio-based approach. Artist-centered art therapy practice and community outreach programs designed to improve our collective well being.
  - **Theory & Assessment (TA)** – Studies in art therapy assessments, current research and theoretical models taught by experienced researchers and pioneers of art therapy.
6. Presentation Description. Write a 50-word description of your presentation. The presentation description you give us when you submit your proposal will be used for your presentation throughout our promotional and resource materials. It should describe and entice people to attend your presentation.
7. Presentation Objectives. You MUST provide THREE (3) objectives for the presentation. When writing objectives, remember they must be in **observable and measurable** behavioral terms.

8. Audio/Visual Requirements. Determine if you will need a computer projection unit for your presentation. (You will be responsible for providing the computer and, if you use a Mac product, a VGA adapter.)
9. Presentation Abstract & References. Please create your proposal abstract/description and reference list in a Word file (do not upload a PDF file) using APA Style of Writing (6th Edition).  
<http://owl.english.purdue.edu/owl/resource/560/1> is a site that you may find helpful if you don't have the current 6<sup>th</sup> edition of the APA Style of Writing.
10. The abstract is not to exceed 600 words. You can have as many citations as you need. Only the citations that are referenced in the 600-word abstract are to be included in the reference list. Your abstract and reference list must be saved as a single file. You will be asked to attach this file to your proposal using a file upload feature on the Proposal Submission form. (Click the browse button to locate your abstract on your hard drive (click open) to upload it to the site, which attaches it to your proposal.)
11. Co-Presenters. Gather the name and email addresses of co-presenters. After you submit your proposal and add co-presenters to your submission, each co-presenter will receive an email with a login and password for them to create their own profile.

Workshops & Advanced Practice Sessions ONLY

NOTE: Please do NOT submit the same topic in both the workshop and Advanced Practice Course categories.

12. Emotional Risks. If there are any emotional risks to those participating in your session, you will be asked to describe those risks during the submission process.
13. Course Outline. Please create a course outline in a Word file and save it on your computer. To satisfy accrediting bodies, the outline should be a minute by minute breakdown of how the allotted time will be used. During the submission process, you will be asked to attach this file to your submission using an upload feature on the Proposal Submission form. (Click the browse button to locate your outline on your hard drive, then click open to upload it to the site, which attaches it to your proposal.)
14. Art Supplies. Determine if you will need any art supplies for your presentation and the quantities you will need per attendee, or as a total quantity, dependent upon the type of art supply. For required art supplies, check the box to the left of the supply, then in the box to the right, indicate the quantity you will need (ex. 1 (one) hot glue gun per every 5 people, or 2 (two) sheets of 18x24 white drawing paper for every person). Any supplies not on the available list that a presenter requires must be provided by the presenter.

**Step 3: Submit Your Proposal**

Submission Deadline: Friday, February 26, 2010 at 5 p.m. Eastern Time



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1. YOU MUST have completed Step 1 and Step 2 above BEFORE you can proceed to this step.
2. After preparing ALL of your proposal materials, go to the website provided in the confirmation email you were sent with your user name and password. (The email will be sent after you create your profile.)
3. Login
4. Choose "Submit Proposal" from the menu.
5. Complete the form, submitting the required information as requested on the form.
6. If there are any errors, they will appear at the top of the page. If your submission was successful, the page will indicate that and you will receive a confirmation email.

#### **Step 4: Update/Edit Your Proposal**

(All Edits Must Be Completed by Friday, February 26, 2010 at 5 p.m. Eastern Time. After that the edit feature will be disabled.)

The Proposal Submission website allows you to modify your proposal (including uploading a replacement Word document for your abstract), profile information and add/remove co-presenters. Please make sure that any required updates to this information are made before the deadline. After that date, you will ONLY be able to update your profile, not any of your proposals.

#### **Selection/Notification**

The primary contact for each proposal submitted will be notified no later than June 15 whether their proposal is accepted or rejected.