

Call for Presentations

Erikson Institute – Summer/Fall 2013

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**Erikson Continuing Education
Summer/Fall 2013 - Call for Submissions**

Erikson Continuing Education invites you to submit proposals for workshop presentations for the season beginning June 1 and ending December 13, 2013.

Erikson's Continuing Education prepares professionals across the full range of disciplines and systems that serve young children and their families, including education, social service, and mental and physical health. Typically, Erikson trainings are offered as one-day events in three-hour (half day) or five-hour (full day) formats.

We look forward to reading your proposal. Enclosed in this packet you'll find all the necessary steps to follow in submitting your proposal. Please feel free to contact me directly at any time should you require any assistance.

Best—



Matthew Zaradich
Manager of Continuing Education and Events

Phone: 312.893.7171

E-Mail: mzaradich@erikson.edu

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Season Timeline

- **NEW DEADLINE: February 18-March 25, 2013:** Submissions accepted for Summer/Fall 2013
- **April 8, 2013:** Approved offerings contracted; Offerings scheduled
- June 1, 2013: Season Begins
- December 13, 2013: Season Ends

Program Submissions

Submissions for the program are due *no later than Monday, March 25, 2013 at 5 p.m.*

Submissions are completed online, through two separate forms:

- **Instructor Information Form**
 - <http://help.erikson.edu/ce/instructor>
 - This form collects your contact, credential, and biographical information. This form is completed only once.
- **Workshop Proposal Form**
 - <http://help.erikson.edu/ce/workshop>
 - This form collects all necessary information regarding your proposed workshop(s). If submitting more than one proposal, you should complete separate forms for each proposal.

Additionally, updated curriculum vitae (CV) should be sent to Matthew Zaradich at mzaradich@erikson.edu.

Copy Guidelines

In the interest of marketing your course most effectively, Erikson reserves the right to edit all materials submitted to the Institute for publication. The guidelines below are intended to reduce the need to modify your information.

Erikson's Continuing Education department is published year-round on the Institute's Continuing Education web site (<http://www.erikson.edu/continuing-education/offerings/>), as well as on the web sites of our satellite training campuses and partnering organizations and agencies. To ensure clear and succinct information in these publications, presenters in Erikson's Continuing Education Department are asked to observe some basic copy guidelines when submitting the required course information.

Bio

- Cite only most advanced academic degree, and only licensure/s and certification/s relevant to what you are teaching (*Please provide definitions of any non-degree credential acronyms.*)
- Be brief: provide one paragraph of 75-100 words
- Refer to yourself in third person
- Cite relevant experience

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Course Description

- Use titles that capture your focus in 6-8 words
- Write tight—descriptions should not exceed 150 words.
- Briefly explain the purpose of the workshop (What will participants learn? How will it enhance/change their professional experiences?)
- Describe your instructional methods
- Identify target audience

The following bio and course description are examples of copy that observes the requested guidelines:

***Samantha Wulfohn, Ph.D.**, is a licensed psychologist with a degree in human development and school psychology. She has worked with children for 15 years, specializing in infant mental health and autism spectrum disorders. She established and oversaw a community-based infant mental health clinic that was developed to ensure that low-income preschoolers, toddlers, and infants and their families could access mental health services. Currently, she directs Sharing the Caring, an inclusion and mental health consultation project at Erikson, and provides services to children with autism.*

Relationship Development Intervention for Autism Spectrum Disorders

This workshop is designed for practitioners and parents interested in learning about this new treatment approach for children with autism spectrum disorders. It will provide an introduction to the research and theory supporting Relationship Development Intervention (RDI) treatment. Participants will learn about the goals and approaches used in RDI and how this treatment can increase shared enjoyment and quality of life for children with autism. The session will conclude with a discussion of how RDI differs from other treatment approaches for children with autism spectrum disorders.

Editorial Process and Authority

In the interest of marketing these courses effectively, Erikson reserves the right to edit all materials submitted to the Institute for publication. We may revise content for accuracy, clarity, consistency, readability, brevity, and integrity of program offerings. Presenters should provide contact information so that we may readily consult with you on any editorial questions related to submissions. Due to tight publication timelines, we cannot provide an opportunity for presenters to review final copy.

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Training at Erikson Institute

Erikson Institute's many classrooms offer our instructors a complete technology package. Each classroom is outfitted with the following items:

- Windows-based computers
- Laptop port
- Projector
- Stereo Speakers
- Wireless mouse and keyboard
- Microphone
- Telephone
- White-board and/or chalkboard
- Internet access

It is highly recommended that all instructors prepare a PowerPoint presentation for their offering.

Evaluations

It is helpful to reserve the final five minutes of each offering with Erikson Continuing Education for an evaluation.

Audiences complete the following matrix on each evaluation:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The presentation provided useful content.					
The speaker's presentation skills were engaging.					
The speaker had relevant knowledge and expertise.					
The speaker came prepared for the presentation.					
The speaker developed a rapport with the audience.					
The presentation had real-world applicability.					
This presentation increased my knowledge and skills in my area(s) of certification and endorsement.					

An analysis of the matrix, as well as a summary of responses to open-ended questions, is sent to the instructor via email following the session.

Additional open-ended questions may be added at the discretion of Erikson Institute, and also by request of the instructor. Please submit any brief open-ended question at least 48 hours prior to the actual date of your workshop.

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Compensation Policy

The compensation policy for continuing education instructors is as follows:

<u>Highest Degree</u>	<u>Half-Day (Three Hour Session)</u>	<u>Full-Day (Five Hour Session)</u>
Master's, and/or qualifying	\$350.00	\$700.00
Doctorate	\$450.00	\$900.00

Nota Bene: These fees include expenses for travel within the Chicago metropolitan area.

Instructors are paid according to the schedule of Erikson's Finance Department.

Minimum registration for all courses and workshops is 10 participants, while the maximum is 35 participants, unless otherwise approved. Compensation for offerings requiring multiple instructors will be negotiated as the need arises.