



Spiritual Directors International

SUBMISSION GUIDELINES FOR ANNUAL CONFERENCE WORKSHOP PROPOSALS

Workshop Presentation Dates:
2009 = April 17-19
2010 = April 9-11

Deadline for Proposal Submission:
April 30, 2008
April 30, 2009

Conference Theme: The overarching conference theme for the next several years is ***Being Present*** (to work, body, diversity, trauma & poverty, etc.).

Submission Format: Proposals must be submitted online at <http://sdiworld.org/submission-guidelines.html> in a two part process.

Part I. Complete the online form that includes the following information:

- name
- mailing address
- day and evening phone numbers
- e-mail address
- number of years as a member of Spiritual Directors International
(All proposed presenters must be members of Spiritual Directors International)
You can enroll at http://sdiworld.org/become_a_member.html
- spiritual affiliation/religious denomination
- workshop topic
- desired time format (Workshops must be designed for 1.5 hour presentation which will be delivered twice or a 3 hour presentation that will be delivered once. If you can work with either format, please so indicate.)
- percentages of presentation: 1) by you, 2) group discussion, and 3) experiential activities
- two events where you have presented previously
- Have you submitted a proposal to Spiritual Directors International in the past?
 - If so, was the proposal selected for presentation?

Please carefully review your answers before you click to submit the form.

Part II. After clicking “send” to submit your form, be sure to click the link on the page your Web browser loads. This link will send an e-mail to: EventWorkshopProposals@sdiworld.org. Attach your proposal to this e-mail in three separate files: 1) the proposal itself; 2) workshop description and brief bio that will be used for promotion; 3) digital photo.

File 1. Proposals must not exceed two pages and must include title, content, desired outcome, your background and qualifications. Be careful not to include more content than your time slot will comfortably accommodate. Reviewing the current workshop descriptions will offer you guidance. NOTE: When designing your workshop, please do not plan on using PowerPoint or other presentations that requires a computer and LCD projector unless you are providing this equipment. Our budget does not include this expense. If you have not presented at Spiritual Directors International Conference before, please provide two references regarding your work as a presenter.

File 2. Brochure Copy. Summarize the content in a Workshop Description (60 word maximum) and include a brief Presenter ID/Bio (25 word maximum including academic/religious titles, city and country where you live).

File 3. Digital Photo in a jpg format; 1- 2MB in size.

Proposals that do not include the needed information and/or are not submitted in the format described will be returned. No Proposals (or revisions) will be accepted after April 30.

Proposal Selection Process and Criteria: Your proposal will be reviewed by Workshop Discernment Sub-Committee, along with other proposals that are received by the due date. The sub-committee is comprised of the Chair of the Events Committee, the Coordinator of the Workshop Discernment sub-committee, the Events Coordinator, a representative from the international community, and a representative from the local community. When reviewing proposals, the sub-committee works to create a balanced slate of workshops that complement one another and appeal to a wide audience. An excellent proposal may be reviewed but not accepted for a given year's conference because it did not flow well with the other chosen proposals. The sub-committee chooses some proposals for a one-time presentation of 3 hours, and chooses others to be presented twice for 1.5 hours. The sub-committee will also choose some proposals to be presented as single, 90 minute Evening Options.

The Workshop Discernment sub-committee will complete its selection process by June 15 of the year preceding the conference. You will be notified of the sub-committee's decision by the end of June.

When reviewing proposals the Workshop Discernment sub-committee considers the merit in combination with the following criteria. Not all criteria needs to be met by every proposal, however, the proposal must be submitted by a Spiritual Directors International member and previous conference attendance is strongly recommended. The sub-committee will review proposals with the following in mind and heart.

Proposal Submission:

- Does the proposal use inclusive language?

Proposal Themes:

- Is the proposal in harmony with the conference theme?
- Does the proposal offer to share the unique gifts of local geography, people and culture?
- Does the proposal address enrichment/formation/training needs of spiritual directors?
- Does the proposal address the spiritual needs of spiritual directors?
- Does the proposal address the issues and concerns of spiritual directors?
- Does the proposal address current issues or trends in spiritual direction?
- Does the proposal address current world issues and themes that might affect our ministries?
- Does the proposal present a cross cultural focus?
- Will the proposal appeal to a wide cross section of the membership?

Proposal Presenter:

- Is it clear that the presenter is qualified and able to teach the material?
- Will the proposal contribute to gender/geographic balance among presenters?
- Will the proposal contribute to a balance of traditions represented at Conference?
- Is the presenter a member of Spiritual Directors International?
- Has the presenter previously attended a Spiritual Directors International Conference?

Honoraria:

If your proposal is selected for a conference workshop slot, in consideration of your generous contribution to the organization, Spiritual Directors International will waive your Conference Tuition and provide you with a single hotel room for three nights (Thurs-Sat). If your proposal is selected as an Evening Option, Spiritual Directors International will waive your Conference Tuition but will **not** provide hotel accommodations. For team proposals, all team members will have their Conference Tuition waived but only one hotel room will be provided for the team. If additional rooms are needed, team members must reserve these rooms in the manner stipulated for other conference participants.

Also, additional team members must pay \$75 each for conference meals. Spiritual Directors International does not cover travel costs for any of the presenters.

If you have questions or concerns about the proposal process, contact the Events Coordinator at events@sdiworld.org.