



Spiritual Directors International

SUBMISSION GUIDELINES FOR NORTH AMERICAN CONFERENCE WORKSHOP PROPOSALS

Workshop Presentation Dates:
2011 = April 29-May 1

Deadline for Proposal Submission:
May 28, 2010

Conference Theme: The overarching theme for 2011 is *Cultivation Compassion*.

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 telephone 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 become a member at http://sdiworld.org/become_a_member.html
- spiritual affiliation or religious denomination
- workshop topic
- desired time format (Workshops must be designed for 75 minute presentation which will be delivered twice or a 3-hour presentation that will be delivered once. If you can work with either format, please 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 a new page will load. Be sure to click this link and 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 your name and contact information, workshop title, content, desired outcome, your background and qualifications. Be careful not to include more content than your time slot will comfortably accommodate. 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 one member reference that we may contact regarding your work as a presenter.

File 2. Brochure Information. Summarize the content of your workshop proposal in a Workshop Description (60-word maximum) and include a brief Presenter Biography (30-word maximum including academic and 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 are not submitted in the format described will be returned. No Proposals (or revisions) will be accepted after May 28.

Proposal Selection Process and Criteria: Your proposal will be reviewed by the Workshop Discernment Sub-Committee, along with other proposals that are received by the due date. The sub-committee is

comprised of 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 75 minutes. The sub-committee may also choose some proposals to be presented as single, 75 minute Evening Option.

The Workshop Discernment sub-committee will complete its selection process by June 30 of the year preceding the conference. You will be notified of the sub-committee's decision by the end of July.

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 global learning community of Spiritual Directors International?

Proposal Presenter:

- Is it clear that the presenter is qualified and able to teach the material?
- Will the proposal contribute to gender and 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, in consideration of your generous contribution to the community, Spiritual Directors International will waive your Conference Tuition and provide you with a single hotel room for three nights (Thurs-Sat). If you proposal is selected as an Evening Option, Spiritual Directors International will waive your Conference Tuition but will **not** provide hotel accommodations. For team proposals, two 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 \$100 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.