Submission Guidelines for Spiritual Directors International Conference

**Workshop Proposals**

Workshop presentation dates: Friday and Saturday, 21–22 April 2017

**Closing date for proposal submission:** 6 June 2016 at 4:00 p.m. Pacific Time.

**Conference theme: Seeking Connections**

Fragmentation characterizes much of our global experience. Political and religious ideologies divide. Separation from nature threatens human survival on our planet. Lack of a spiritual center leaves many living a divided existence.

During the 2017 Seeking Connection educational events, we will acknowledge the powerful healing potential of recognizing and celebrating our interdependence with community, creation, and the Divine. Together, we will explore ways in which spiritual direction supports the formation of these healing and transforming connections.

**Workshop details:** Workshops will be ninety minutes in length and presented twice during the assigned day (either Friday or Saturday).

**Submission format:** Proposals must be submitted online. Submission will involve two components:

1. Completing the online submission form.
2. Uploading four requested files.

1. The [online workshop submission form](#) asks for the following information:
   - Your name
   - Co-presenter's name (if applicable)
   - State/province/territory
   - Country
   - E-mail address
   - Telephone number
   - Spiritual affiliation or religious denomination
   - Race/Ethnicity
   - Age
   - Number of years as a member of Spiritual Directors International
   - (All proposed presenters must be members of SDI. Everyone passionate about spiritual care is welcome to become a member.)
   - In which past SDI conference events have you participated? (if applicable)
   - In which past SDI events have you presented? (if applicable)
• What other experiences have you had facilitating adult learning experiences?
• Workshop title
• How will your workshop explore the theme of Seeking Connection?
• Percentages of presentation: 1) by you, 2) group discussion, and 3) experiential activities.
• Will you require a projector, computer, or television (for PowerPoint presentations or DVD display) provided by SDI?
• Will you require wireless Internet access provided by SDI?

2. Four files must be uploaded with the online form:

File 1. Proposal. Your proposal must not exceed two pages. It must include the following elements.
• Your name and contact information
• Your workshop title
• Three learning objectives. Consider what knowledge participants will gain, what they will experience during the workshop, and what skill or behavior change they might expect.
• A brief outline of your planned content (Caution: do not include more content than your time slot of ninety minutes will comfortably accommodate).
• A brief description of the types of learning activities you plan (i.e. lecture, discussion, experiential process).
• Your background and qualifications as a facilitator of adult learning experiences.

If you have never presented at SDI educational events, please provide one member reference that we may contact regarding your experience as a presenter and your understanding of the contemplative ministry and service of spiritual companionship.

File 2. Publicity Information. Provide a brief (75-word) workshop description that would help potential participants understand what your session will be about and what they can expect to gain as a result of participation.

Also include a brief (35-word maximum) presenter biography.

File 3. Short Bio. Describe your qualifications to teach and facilitate your workshop (75-word maximum including your name, academic and religious titles, other settings where you have offered presentations).

File 4. Digital Portrait Headshot. Please provide a recent photograph in a .jpg format; at least five-hundred pixels in dimension.

Please carefully review your answers before you submit the form and invite a colleague to proofread your text.
Proposals that do not include the required information and are not submitted in the format described will be returned. No proposals (or revisions) will be accepted after 6 June 2016 at 4:00 p.m. Pacific Time.

Spiritual Directors International 2017 Educational Events
Proposal Selection Process

Process and Criteria: Your proposal will be reviewed by the Workshop Discernment Team, along with other proposals that are received by the due date. When reviewing proposals, the team will work 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 because it did not flow well with the other chosen proposals or there are several proposals on the same topic.

The Workshop Discernment Team will complete its selection process by 30 June 2016. You will be notified of the team’s decision by the end of July. When reviewing proposals the Workshop Discernment Team 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 SDI member. Previous conference participation is strongly recommended so that a presenter has an appreciation of the contemplative and educational nature of the conference. The Workshop Discernment Team will review proposals with the following in mind and heart:

Proposal Submission:
- Does the proposal follow the submission guidelines?
- Does the proposal include learning activities clearly designed to meet the session objectives?
- Does the proposal use inclusive language?

Proposal Themes:
- Is the proposal in harmony with the conference theme?
- Does the proposal address formation and training needs of spiritual companions?
- Does the proposal address the spiritual needs of spiritual directors?
- Does the proposal address the issues and concerns of spiritual guides?
- 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 and services?
- Does the proposal present a cross-cultural focus?
- Will the proposal appeal to a broad cross section of the global learning community of Spiritual Directors International?
- Does the proposal offer to share the unique gifts of local geography, people, and culture?
Proposal Presenter:
- Is it clear that the presenter is qualified and able to teach the material?
- Will the proposal contribute to gender, cultural, and geographic balance among presenters?
- Will the proposal contribute to a balance of traditions represented at the educational events?
- Is the presenter a member of Spiritual Directors International?
- Has the presenter previously participated in Spiritual Directors International educational events?

Proposal Technical Requirements:
- There is limited budget available to provide technical equipment. Unless you are able to provide your own computer and/or projector, dependence on technology may reduce the chance of selection since those resources will be limited.

Compensation: If your proposal is selected for a conference workshop, in consideration of your generous contribution to the community, SDI will waive your conference tuition and provide you with a single hotel room for three nights. 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. SDI does not reimburse travel costs for any of the workshop presenters.

If you have questions or concerns about the proposal process, contact office@sdiworld.org.

Thank you for your desire to share with the global learning community of Spiritual Directors International your wisdom, teaching, and contemplative facilitation.