

What to know about presenting at an IRSJA meeting

1. Several months prior to the next scheduled conference a call for papers is sent to the IRSJA membership. This notice will direct those interested in presenting to contact the current Vice President.
2. Alternatively, you can contact the Vice President at any time with your idea for a presentation, and they will let you know if your topic can be considered for an upcoming meeting.
3. You will be asked to submit a proposal, which will need to include the title and a description of your topic.
4. Following the submission of your proposal, you will be contacted by the VP regarding the status of the acceptance of your presentation.
5. If approved, you will then be contacted by the Continuing Education Chairperson, who will send you a Continuing Education application form to complete. This application form asks for your presentation description, a list of learning objectives (tips on how to write these are included), and questions about confidentiality of any case material, along with a few other questions. You will also be asked to provide your Curriculum Vitae, which is required by our credentialing body, NBCC (National Board of Certified Counselors) and will be kept on file by the CE chair in the event it is requested by NBCC.
6. After you have sent back your CV and the completed CE application form, the CE committee will review your application, paying close attention to the learning objectives. If necessary, the committee will make minor changes, but if the changes are more substantive you will be sent the proposed version and will be asked for your input and approval.
7. The CE chairperson, along with IRSJA's management company (Best Management), will use the information from your CE application to compose the evaluation form and certificate of attendance.
8. The presentations are scheduled in one-hour blocks. Plan on talking for forty-five minutes; this will allow fifteen minutes for questions and discussion. A two-hour block can be requested and will be approved if time permits.
9. Co-presentations are an option, as well as panel discussions. PowerPoint presentations are welcomed and often used by presenters.

Any questions, please contact the current Vice President or the current Continuing Education Chairperson.