

Louisiana Group Psychotherapy Society:
Proposal for Institute Presentations, Workshops, and Seminars

Name: _____

Address: _____

Phone (W): _____ (H) _____

E-Mail: _____ Fax: _____

1. **Title of Presentation:** _____

2. **Content:** Please summarize your presentation in 3-5 concise sentences:
(**Keynote speakers only** please lengthen your description to approx 250 words for program brochure)

A. **Content:**

B. **Educational Objectives:** (at least three)

C. **Instructional Methods:** (lecture, discussion, small groups, etc.)

3. **Presentation Level:** ____Introductory____Intermediate____Advanced

4. Please write a **2-4 sentence “bio”**, including your current credentials for any advertisement material the society will issue in conjunction with this program: (**Keynote speakers only** please lengthen your bio to approx 150 words for program brochure)

4. Publicity Information: It is important for LGPS to market programs assertively to avoid canceling due to low enrollment. With this in mind, **can you suggest individuals, groups, or professional associations’** mailing lists who might help promote the program?

5. **A current CV MUST accompany this proposal** as required by the LA State Board of Social Work Examiners, the Louisiana Counseling Association, and the Louisiana Association of Marriage and Family Therapists for all presenters of continuing education. **No exceptions.**

6. Please indicate any **particular equipment you might need** for your presentation, i.e. projector, slide carousel, white board, flip chart, etc.

The Louisiana Group Psychotherapy Society appreciates your time and attention to the above documentation in order to more smoothly facilitate our program development. We thank you for your interest in sharing with us your time and expertise in the service of promoting group psychotherapy throughout our state.