Invitation to submit a proposal: The Planning Committee for The Labyrinth Society Annual Gathering is accepting proposals for presentations for the 2019 Gathering. This international conference will provide participants with an inspirational and educational environment where an exchange of ideas, learning, and networking can occur.

Venue: Pearlstone Center, Reisterstown, Maryland, USA (Baltimore area).

Theme: *Journey of the Heart: Making Connections, Building Community, Finding Common Ground*. As you consider presentations, allow the theme to inform what you create.

Format: The format for Gathering presentations may include lectures, experiential workshops, and poster presentations. All proposals need to be relevant to the chosen presentation category, and presenters are encouraged to explore and describe how their presentation relates to the theme of the Gathering.

Abstracts: As a part of the application process, all presenters will submit a 250-word description (a.k.a. abstract) summarizing their lecture, workshop, or poster. Abstracts of selected presentations are published on the TLS members-only website after the event. This provides presenters a way of gaining recognition for their work and offering other TLS members an opportunity to review presentations. Leaders of selected presentations also have the option of submitting a PDF synopsis of PowerPoint slides for publication along with their abstract.

Submission and blind review process: In 'going green,' TLS requires proposals to be submitted electronically. Also, as part of the selection process, proposals will go through a blind review; all submissions will be reviewed by the Planning Committee without the presenters' names attached to them. This ensures that selections are made based on the quality of the proposal. A presenter may submit more than one proposal; however, after the initial blind selection process, the number of proposals accepted per person may be limited. In addition, conference planners reserve the right to recommend a change in presentation format. If you have any questions about the blind selection process or preparing your proposal, please contact TLS Documents Support Volunteer Carol Maurer at cmaurer40@hotmail.com.

Benefits of presenting at the Gathering: In addition to recognition for presenting at an international conference and the opportunity to publish seminar synopses, presenters also receive an honorarium: $100 (US) for workshops, lectures, and poster presentations. In the event of multiple presenters for one session, the honorarium will be awarded to the individual designated as the lead presenter. The lead presenter will be the individual who completes and submits the presentation proposal form. It will be up to the presenters to negotiate sharing the compensation.

Conference registration: By August 1st, presenters must be TLS members in good standing and be registered for the Gathering. Though registration prices vary depending upon location, <u>approximate</u> cost is $700, inclusive of meals and accommodation, plus travel fees. Please consider airfare costs before submitting a proposal in order to better estimate your total expense if accepted.

Materials and handouts: Each presenter is responsible for providing all workshop materials and handouts as well as a laptop with presentation materials and/or music player, if necessary. Projectors will be available in presentation rooms and microphones will be available for larger rooms.

Sales: Sales of goods, including books, CDs, etc., is prohibited in the workshop sessions, and may be done only in the Vendor Area by purchasing a [vendor table](#) or offering goods through the [TLS Store](#).

General Instructions

Submission deadline: March 1, 2019. The online submission form must be received NO LATER THAN March 1, 2019.

1. Carefully read the submission guidelines above.
2. Prepare your responses to the questions below BEFORE following the link to the online submission form.
3. [Click on this link to access the online form](#) and provide your information.
4. Copy and paste your longer prepared responses into the online form.
5. Read the permission statement at the end of the online form before you submit.

The online submission form is divided into four parts:

1. Four statements that you will need to affirm before you begin:
   a. I have read and understood the 2019 submission guidelines and instructions.
   b. I have prepared my proposal information and will be able to copy and paste my responses into this form.
   c. I understand that the information submitted in this online form will be reviewed in a blind selection process.
   d. I am, or will be by August 1, 2019, a TLS member in good standing and registered for the Gathering.
2. Presentation Information
3. Presenter Information
4. Permission Statement

Please prepare responses for all items on the following pages and then fill in online form.

Presentation Information

- Title of presentation
- Format (Please be sure to include a period for questions and answers.)
    - Lecture (60 minutes)
    - Experiential workshop (90 minutes)
    - Poster (60 minutes)
        - The poster session consists of a number of poster presenters located in the same area, at the same time. Conference attendees move from one presentation area to the next within the room, allowing for one-to-one conversations with the presenters.
        - Poster presentations need to be two dimensional and can be displayed on a vertical surface without electronics or other components.
        - Please read the Guidelines for Posters document which includes size and display requirements.
- Presentation description (40-60 words, 450 character limit including spaces)
    - In observation of the blind review, please refrain from including overt identifying information in the body of your description.
    - This is a description of the proposed presentation that will be printed in promotional materials. Imagine your prospective audience reading this synopsis on the Workshop Descriptions page of the TLS website and also in the Gathering program.
- Presentation abstract (250 words, 1675 character limit including spaces)
    - In observation of the blind review, please refrain from including overt identifying information in the body of your abstract.
    - What is the primary focus of your presentation and how does that primary focus involve, include, and/or use the labyrinth?
    - Within your presentation, what activities are offered? (Labyrinth walk? Finger walk? Creation of a labyrinth? Use of a labyrinth design? Viewing a DVD or PowerPoint presentation? Listening to lecture? Small group activity? Meditation? Other activity?)
    - In what sequence will the activities be organized? For instance: lecture, hands-on, small group activity, followed by reflection time and Q&A? Some other combination?
- Participant learning outcomes/session objectives
    - At the end of this session, participants will be able to… (list 3)
    - Describe how this presentation relates to the theme and goals of the Gathering.
- Experience level of intended audience (novice, intermediate, advanced, all)
- Preferred maximum number of participants
- Have you proposed or presented this session to another group or conference?
    - Yes or no
    - If yes, please indicate the seminar or group and when the presentation was made.

- Will you be using a PowerPoint Presentation?
- Which of the following items provided by the venue or TLS will you need?
    - Projector and screen
    - Sound system
    - Microphone
    - Whiteboard and pens
    - Internet access
    - None
    - Other…
- Which of the following items which are NOT provided by the venue or TLS will you bring?
    - Laptop and computer connection cables (HDMI)
    - None
    - Other…
- Are you bringing a labyrinth?
    - Yes or no
    - If yes, type and dimensions
    - If yes, would you be willing to allow another presenter to use your labyrinth?
    - If you are not bringing a labyrinth, but would like to use one provided, what size and type is desired?
- Desired room setup
    - Circle of chairs
    - Classroom (chairs and tables)
    - Theater (rows of chairs)

Presenter Information
- Lead presenter's name, address, phone number, and email address
- Lead presenter's brief biography (100 words, 675 character limit including spaces)
- Co-presenter's name, address, phone number, and email address
- Co-presenter's brief biography (100 words, 675 character limit including spaces)
- Information for any additional co-presenters

Permission Statement

By submitting this form you are agreeing to give The Labyrinth Society permission to post the abstract of this presentation, as well as a PDF of any PowerPoint slides made available, on the TLS members-only website. You confirm authorship of the submitted material and release TLS from any responsibility or copyright infringement should someone use this material inappropriately. You commit to clear attribution of other people's intellectual property and creative work in your presentation, PowerPoint slides, handouts, etc. In the event of multiple presenters for one session, the individual designated as 'lead presenter' submits this proposal, giving permission on behalf of all group members.