



Call for Concurrent Presentation Proposals 2020 TLS Gathering ~ September 25-27, 2020

Invitation to submit a proposal: The Steering Committee for The Labyrinth Society Annual Gathering is accepting proposals for the 2020 Gathering. This international conference provides participants with an inspirational and educational environment where an exchange of ideas, learning, and networking can occur.

Venue: The Casa - Franciscan Renewal Center, Scottsdale, Arizona USA

Theme: *Weaving Our Stories.* 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. **Presentations should not require participants to engage in or adhere to religious activities unless clearly specified in the workshop description. Presentations must avoid the expression of political views as required by IRS regulations for nonprofit organizations.**

Abstracts: As a part of the application process, all presenters will submit a 250-word description (a.k.a. abstract) summarizing their workshop or tour. 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, approximate cost is \$700, inclusive of meals and accommodation, plus travel fees.** Please consider travel costs before submitting a proposal in order to better estimate your total expense if accepted.

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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, 2020. The proposal form must be received NO LATER THAN March 1, 2020. In order to be considered, you must read and follow these instructions, prepare your responses, and complete the **online submission form**.

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. Three statements that you will need to affirm before you begin:
 - a. I have read and understood the 2020 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 am, or will be by the early bird deadline, 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 the 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 characters max)
 - 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 Annual Gathering workshops description pages of the TLS website and also in the Gathering program.
- Presentation abstract (250 words, 1680 characters max)
 - 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 __ No ____
If yes, please indicate the seminar or group and when the presentation was made.

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- Will you be using a PowerPoint Presentation? Yes ___ No ___
It is recommended that you bring an extra copy of the PowerPoint on a flashdrive.
- Which of the following items provided by the venue or TLS will you need?
 - ___ Projector and screen
 - ___ 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)
 - ___ iPod/CD or mp3 player
 - ___ Other...
- Are you bringing a labyrinth? Yes ___ No ___
If yes, what pattern and size? _____
If bringing a labyrinth, would you be willing to allow another presenter to use your labyrinth?
Yes ___ No ___
If you are not bringing a labyrinth, but would like to use one provided, what pattern and size is desired? _____
- Space/room set-up needed. Circle of Chairs ___ Classroom (tables and chairs) ___ Theater ___
Other _____
- Will participants have to pay for supplies/materials in addition to the workshop registration fee?
Yes ___ No ___
If yes, how much? _____

Presenter Information

- Lead presenter's name, address, phone number, and email address
- Lead presenter's brief biography (100 words, 680 characters max)
- Co-presenter's name, address, phone number, and email address
- Co-presenter's brief biography (100 words, 680 characters max)
- 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 also confirm authorship of the submitted material and release TLS from any copyright infringement should someone choose to copy and claim the information submitted as their own. Note: 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.