GUIDELINES FOR WORKSHOP PROPOSALS

Purpose:

Workshops at GIC serve the purpose of exposing an ever-increasing audience to the application of Gestalt theory and principles for professional development, personal growth, organizational transformation, and community engagement.

These workshops often introduce new approaches to old topics or overlay Gestalt methods to relevant and contemporary topics, opening a gateway to our training programs.

Call for Proposals

Proposals are formally requested bi-annually. However, proposals may be submitted at any time on the GIC website. Periodically, there may be an emphasis on a particular theme, so as to remain relevant or in response to suggestions and requests made by our participants.

Review the Guidelines document and submit proposals online on at:
https://www.gestaltcleveland.org/workshop-proposal-form/

Review Process

The Workshop Committee includes the Executive Director, Academic Dean, and members of the Senior Faculty and staff at GIC. It convenes monthly. This group is responsible for managing all aspects of the Workshops offered at GIC. The Committee reviews all proposals and makes the final determination for approval, scheduling and marketing workshops. The Committee views the approval procedure as an interactive process as details of the workshop are shaped and clarified.

Once a workshop is approved, the Committee Chairperson sends Letters of Understanding (LoU) to the workshop leader(s). This document is an agreement that sets forth the expectations for both the leader and the Institute. It specifies the procedures to be used should any changes be required.
Continuing Education Credits

The **Gestalt Institute of Cleveland** is an approved provider for Continuing Education (CEs) credits by the OPA-MCE, Ohio CSWMFT Boards, ICF, and OCDP.

We adhere to the guidelines set forth by the accrediting bodies in order to retain our approved provider status and to maintain our standards of quality.

All submissions requesting CEs are reviewed by the Continuing Education Consultant to assure compliance with these standards. As part of the CE and Workshop approval process, we reserve the right to make changes in the workshop description and learning objectives in order to be in alignment with the accrediting bodies.

Acceptance

**Letters of Understanding** (LoU) will be sent to the facilitators of approved workshops within 2 weeks of proposal submission.

**Letters of Understanding must be signed and returned to the Office at GIC no later than 10 days after receipt of LoU.**

The LoU delineates facilitator reimbursement, date and time of the workshop, CEs being granted, the final description of the workshop and learning objectives, accreditation information, and cancellation policies. We request that you review/correct/update your bio and photograph, as necessary.

**Letters of Regret** will be sent to those whose proposals were not accepted. However, the Committee works with facilitators to bring the proposals into compliance with our goals and standards. Proposals may be re-submitted for consideration.
Who may submit a Proposal to offer a workshop at GIC?

- **GIC Faculty & Associate Faculty** are encouraged to submit workshop proposals.

- **Visiting Faculty**: Visiting Faculty refers to those professionals who are graduates of GIC training programs and have previously co-facilitated a workshop at GIC. They are welcome to submit proposals and may co-lead workshops with GIC Faculty or Associate Faculty.

- We are happy to accept proposals from professionals on the faculties of other Gestalt Institutes across the country and worldwide.

- **Presenters/Others**: Workshop proposals may be submitted by graduates of any Training Program, including the Gestalt Coaching Program, pending the approval of the Academic Dean. They are expected to co-lead workshops with GIC faculty or Associate Faculty.

- **Advanced students**, who are approved by the Faculty Development Committee, are encouraged to offer workshops co-designed and led by faculty as part of their development.

**Marketing and Promotion**

Marketing and Promotion of your workshop is a shared responsibility between you and the Institute.

Your signed Letters of Understanding prompts GIC’s marketing processes:

- Publishing Workshop descriptions on the GIC website;
- Generating Emails and distribution to our email list at specified intervals beginning at 4 months prior to your start date;
- Create Flyers with brief descriptions of the workshop. There is no charge for flyers. You may want to request flyers to post in your place of business or to distribute.

Promoting your workshops through your professional networks is crucial to recruitment! This cannot be overstated.
Use any media at your disposal:

- Facebook
- Twitter
- LinkedIn
- Your website
- Etc.

Cancelling or rescheduling workshops can be disappointing to participants and is NOT in our best interests. We avoid cancelling or rescheduling if at all possible after enrollment.

We want to maintain our reputation as a premier provider of training and continuing education!