



**Proposal Instructions  
SYTAR 2013  
Afternoon Sessions**

*Please read all directions carefully and follow impeccably.*

**Important Dates**

- Submission deadline: **Monday, October 22, 2012**
- Notification deadline: **Tuesday, November 20, 2012**

**General Instructions**

- You may submit up to two proposals. Each one must stand on its own and be sent in separate emails as a complete proposal with all required attachments.
- All proposals should specify a time, i.e., 2 or 4 pm, since the later sessions will have more movement than the earlier sessions, and the 2 pm session proposals will be reviewed separately from the 4 pm session proposals.

**Email Instructions**

- Proposals should be sent to [SYTAR2013Proposals@sytar.org](mailto:SYTAR2013Proposals@sytar.org)
- Your subject line should be
  - Time Lastname Firstname
- All attached files should be named
  - Lastname Firstname Proposal (or CV /resume, picture, outline)
- Proposals should be sent in a Microsoft Word .doc or .docx format
  - *Mac users take note. Sometimes we can't open .dat files.*
- Proposals should use Ariel font, 12 point size, black.
- *All material for each proposal should be sent together, as attachments to one email. Complete proposals must include the following files as attachments:*
  - Smith John Proposal
  - Smith John CV (or resume)
  - Smith John color photo (print quality, i.e., 300 dpi)
  - Smith John Proposal Outline (brief and instructive)

## Proposal Instructions

### Each proposal must contain:

1. The exact title of your presentation
2. Your name and credentials (and name/credentials of your co-presenter, if applicable)
3. Description of your presentation (100 words max). This will be used on the website and in the printed program
4. Which competencies does this session support? Limit this to one or two. Be brief (75 words max). E.g.,
  - a. 1.3.1.1: Knowledge of the basic perspectives on health and disease from yoga and Ayurveda.....and
  - b. 4.2.10: Demonstrated ability to teach or deliver the appropriate practices for individuals or groups, taking into consideration the assessment of their conditions, limitations, possibilities and the overall practice strategy.
  - c. See the IAYT [Educational Standards for the Training of Yoga Therapists](#), as posted on the IAYT home page
  - d. *Comment. Yes, we want everyone who presents a proposal to carefully review the competencies (as well as all attendees to know what competencies each session supports)*
5. Your personal bio (and bio of your co-presenter, if applicable) for the program guide and website (75 word max, for each bio)
6. The overall objective of the session and three to five learning objectives that attendees will meet by attending your session (for CEUs)
7. Any additional information that you feel would be beneficial to the Program Committee in their selection process (100 words max)
8. If you have not presented at SYTAR before, please provide evidence of your ability and experience with presenting to large groups, such as:
  - Your experience at presenting at other conferences and training centers
  - References
  - Link to YouTube video
  - Other
9. Identify all equipment you will need. Lavalier microphones will be provided at all presentations
  - a. LCD projector
  - b. Flip Chart
  - c. Other. Please specify but we cannot guarantee availability
10. Your IAYT/SYTAR/SYR Experience and Service to IAYT
  - a) IAYT membership number (just log into the IAYT website and look it up)
  - b) Service to your association (committee service, peer reviewer, etc.)



- c) Previous uncompensated SYTAR/ SYR presentations, such as morning practices, CIC presentations and scientific poster session presentations
- d) Published articles in IAYT publications (title, publication, date)
- e) Previous SYTAR/SYR attendance (SYTAR 2007, SYTAR 2008, SYTAR 2009, SYR 2010, SYTAR 2011, SYR 2011)
- f) IAYT Member School affiliation (if any)

### **Your Contact Information**

1. Name:
2. Email:
3. Primary Phone:
4. Alternate Phone:
5. Organization (if applicable)
6. Mailing address

### **Acceptance Notification**

Notification will be sent by email.

### **Questions**

Questions about the Call for Proposals should be sent to [SYTAR2013proposals@sytar.org](mailto:SYTAR2013proposals@sytar.org)

### **Examples**

Examples of accepted proposals from 2011 can be seen at

[http://www.sytar.org/sytar2011/SYTAR2011\\_Program.aspx](http://www.sytar.org/sytar2011/SYTAR2011_Program.aspx)

(scroll down to review the Friday and Saturday afternoon concurrent sessions)

### **Other Information**

- Presenters may not sell or promote training programs, products or services during their presentations. Presenters who violate this will not be invited back. Affiliations and commercial interests should be disclosed at the beginning of your presentation.
- IAYT reserves the right to edit session titles and descriptions as necessary for publishing purposes.
- You will need to bring your own laptop for your presentation, if your presentation requires a laptop. Computers will not be provided. *If you use a Mac, be sure to bring your own cables to connect with the projector; we cannot guarantee having the correct cable connections for Mac computers. To be sure you can connect properly, we suggest you acquire the correct cables that will link your Mac to a standard LCD projector and test it before arriving to make sure it all works.*



### Checklist

- All proposals should be sent to [SYTAR2013proposals@sytar.org](mailto:SYTAR2013proposals@sytar.org)
- The subject line should be Time Lastname Firstname Proposal e.g.,
  - 2pm Smith John Proposal
- The four attachments should be titled
  - Smith John Proposal
  - Smith John Picture
  - Smith John CV or resume
  - Smith John Proposal Outline

*Thank you!*

### Your IAYT SYTAR 2013 Conference Team

Eleanor Criswell, EdD	President, IAYT Board of Directors
Julie Deife	SYTAR 2013 Communication Director
John Kepner	IAYT Executive Director, Chair
Debra Krajewski	SYTAR 2013 Conference Manager
Dilip Sarkar, MD	Member, IAYT Board of Directors