**Workshop Application Process**

Timeline:

1. Application window open: January 15, 2018
2. Application window closed: February 15, 2018
3. Applicants informed of decisions: March 1, 2018
4. Organizing workshop: Beginning March 1, 2018 and ongoing

Context and Process:

Professional development opportunities are important to SCAPPS members. As such, pre-conference workshops that target and address specific issues and advances related to research, practise, and education in sport psychology, exercise and health psychology, and motor behaviour are an important component of the SCAPPS experience. SCAPPS Executive and the local conference organizing committees are committed to provide some support for these workshops (see following paragraph for details). Currently, there is no formal process for assessing and determining which, if any, workshops will receive support. The information provided within this document outlines some important considerations and the process for applying for support for delivering a workshop in conjunction with the SCAPPS 2018 conference in Toronto. This process may be modified or not employed for future conferences.

Although the SCAPPS Executive and organizing committees are committed to supporting pre-conference workshops, workshop organizers should recognize and appreciate the following points. First, all workshops will be run as “stand-alone” events that are independent from the main SCAPPS conference program. This independence especially applies to all financial matters. Workshop organizers will be responsible developing their own plan for covering expenses, if any. Second, time, space, and other resources are limited and, as a result, the number of workshops that can be supported and the amount of support provided will be limited. The types of support that workshop organizers may receive include, but are not limited, to the following: basic logistical information (e.g., contact details for arranging space, food and beverage, and AV as required; advertisements and promotion on the SCAPPS website and via email list serve). Workshop organizers will ultimately be responsible for all aspects of the workshop including programming, budgeting, developing promotional materials for distribution and posting (including working with SCAPPS Secretary of Communications on distribution and promotion), and organizing space, food and beverage, and AV as needed for the workshop.

Because pre-conference workshops are organized and run independently from the main SCAPPS conference, organizers of pre-conference workshops are not under any obligation to seek support from the organizing committee of the main SCAPPS conference or the SCAPPS Executive. Likewise, the local conference organizing committee and SCAPPS Executive is not under any obligation to provide any level of support to any or all pre-conference workshops. The present application process is only for individuals who are seeking or requesting any support (e.g., time, space, promotion, or any other resource) from the main organizing committee of the SCAPPS 2018 conference and/or the SCAPPS Executive. A maximum of 2 workshops will be supported in the 2018 year. A minimal degree of coordination is recommended to facilitate the efficient use of time and space resources, and to limit potential conflicts in scheduling and topics.

Individuals or groups who are interested in delivering a pre-conference workshop at the 2018 SCAPPS conference in Toronto will be requested to complete a brief application form. The application form will be submitted to the conference co-Chairs (Catherine Sabiston and Tim Welsh) by February 15, 2018. The application form will collect information on the workshop Chair(s), contributors, expected time and space requirements, and number of anticipated attendees. Applicants will be asked to provide a 1 page proposal (maximum) that will address the following areas: Background; Objectives, Significance and Relevance to SCAPPS Members; Format; Target Audience; Resources and Support Required from the Organizing Committee.

Submitted proposals will be evaluated and ranked by the local conference organizing committee. Evaluations will consider such factors including, but not limited to: fit with the theme of the SCAPPS main conference, demonstration of relevance of professional development for SCAPPS members, and resources and support required. Additional reviewers and advice will be sought from the SCAPPS Executive and select members with relevant expertise if one of the organizing committee members is submitting an application and/or as required.

Applicants will be notified about the results of the assessment approximately 2 weeks following the close of the application window. For those workshops which will receive support from the organizing committee, a plan and timeline for coordinating with the conference organizers, workshop organizers, and SCAPPS Executive will be developed and completed on an ongoing basis.

**Workshop Support Request Form for SCAPPS 2018 in Toronto**

Name and Affiliation of Workshop Organizer(s):

Name and Affiliation of any additional Workshop Contributors (if any):

Expected Schedule/Time Requirements:

*(e.g., a single 2-hr session; two 3-hr sessions with a lunch break)*

Expected Space and AV Requirements:

*(e.g., classroom seating with projector and screen; activity space for dance or other physical activity)*

Expected Number of Participants:

Pre-Conference Workshop Goals and Format:

On the following page, please provide a 1 page (maximum) outline of the workshop. You may include any information you think is relevant to your proposal, but please attempt to address the following areas in your outline: Background; Objectives, Significance and Relevance to SCAPPS Members; Format; Target Audience; Resources and Support Required from the Organizing Committee.