

# SCAPPS 2023: Workshop Application Process

## Timeline:

- 1) Application window: Now until May 1<sup>st</sup>, 2023
- 2) Applicants informed of decisions: May 15<sup>th</sup>, 2023

## Context and Considerations:

Professional development opportunities are important to SCAPPS members. As such, pre-conference workshops that target and address specific issues and advances related to research, practice, 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. 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 2023 conference in Kingston.

Although the SCAPPS Executive and organizing committees are committed to supporting pre-conference workshops, workshop organizers should recognize and appreciate the following points.

- 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 for developing their own plan for covering expenses, if any.
- 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. Although support is available, please know that workshop organizers will be primarily 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 or the SCAPPS Executive. Likewise, the local conference organizing committee and SCAPPS Executive are not under any obligation to provide any level of support to any or all pre-conference workshops.

## Application Process:

Individuals or groups who are interested in delivering a pre-conference workshop at the 2023 SCAPPS conference in Kingston will be requested to complete a brief application form. **The application form will be submitted to the conference committee (Luc Martin; Sport & Exercise Psychology; luc.martin@queensu.ca or Gerome Manson; Motor Control, learning and development; gerome.manson@queensu.ca) by May 1<sup>st</sup>, 2023.**

- 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/goals of SCAPPS, 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.

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

## **Workshop Support Request Form for SCAPPS 2023 in Kingston**

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., small conference room with projector and screen; space for 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.*