

# CONFERENCE / EVENT SUBMISSIONS

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A Conference/Event is defined by EMDRIA as a single program consisting of multiple presentations. Each presentation must be at least one hour in length in order for it to be considered for EMDRIA Credits. The number of EMDRIA Credits that a conference/event participant is awarded should be based upon the total number of EMDRIA Credit approved presentations the participant attends. EMDRIA Credit should not be granted for any presentation that is not attended in full.

## **Application Review Process**

Conference/Event Program Applications are initially reviewed and verified by EMDRIA Staff. If an application is incomplete or any of the required documentation is missing, applicants will be notified about what is needed in order to proceed with the review process. Once staff verifies that the required materials have been submitted, applications are forwarded to the Standards & Training (S&T) Committee where they are reviewed for adherence to current EMDRIA requirements and standards. Conference/Event Program Applications that include 4-10 different presentations should allow 90 days for the S&T Committee review process. If the Conference/Event includes more than 10 different presentations, please allow 120 days for the review process. If revisions or changes are requested, please allow an additional 14 days for the committee to review the new information. All applications will receive a written response regarding their final status.

## **Required Documentation**

Program Applications submitted for a Conference/Event must include the required documentation listed below. ***EC Providers should refer to the “Program Application Overview & Instructions” and the “Program Guidelines & Requirements” for additional guidance.***

- One (single) Program Application for the overall Conference/Event
- The non-refundable application fee is \$50 plus \$50 per presentation, not to exceed \$500
- Promotional Materials & Evaluation Form for the overall Conference/Event
- Abstract, Learning Objectives, Content & Timeline, and Presenter’s CV for each presentation seeking EMDRIA Credits

## **Submitting Conference/Event Materials**

The completed Program Application, required documentation and appropriate application fee should be emailed to [EC@emdria.org](mailto:EC@emdria.org). Please be aware that program applications and required documents that are mailed to EMDRIA will take longer to process.