CONFERENCE / EVENT SUBMISSIONS

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 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, 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 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 $75 plus $75 per presentation, not to exceed $1000
- 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 and required documentation should be emailed to EC@emdria.org. An invoice for the conference application fee will be made available prior to the review process. **Applications must be submitted at least 30 days prior to the event being held – no exceptions.**