



OXFORD INSTITUTE

July 13 – 19, 2022

2022 Oxford Institute for Marriage, Couple and Family Therapy

St. Hilda's College, Oxford University

A program of the **IAPC** in collaboration with the **International Association of Marriage and Family Counselors (IAMFC)**

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Welcome to the Oxford Institute!

On behalf of the International Association of Psychology and Counseling (IAPC) we invite you to join us for the 21st annual Oxford Institute – July 13-19, 2022 at St. Hilda’s College, Oxford University (UK). The Oxford Institute is an international gathering that serves to develop professional relationships, expand intercultural understanding, and facilitate the exchange of knowledge among “helping professionals”.

The Oxford Institute brings together educators, clinicians, and graduate students who share common desire to learn more about education, practice, and supervision in relationship and family issues. We welcome psychologists, psychotherapists, mental health counselors, pastoral counselors, family counselors, marriage and family therapists, social workers, psychiatrists, and others “helping professionals” engaged in helping others address challenges of the human condition.

The Oxford Institute features presentations from scholars and clinicians from around the world, including many professional association leaders. In recent years the Oxford Institute has included participants from throughout the USA, the United Kingdom, Turkey, Malaysia, Taiwan, Saudi Arabia, Nigeria, Germany, China, Cyprus, Bahamas, Canada, and Mexico. In addition to professional presentations and lectures, the Oxford Institute provides a “cultural immersion” experience into contemporary British culture.

Please contact us at Oxford@Intapc.org with any questions concerning the 2022 Oxford Institute. We welcome your participation and hope you will consider joining us in Oxford this coming July.

Sincerely,
Dr. Brian S. Canfield, Director
IAPC Oxford Institute

Current Schedule of Events

Wednesday, July 13	Arrival and housing check in at 3:00 p.m, welcome reception
Thursday, July 14	Presentation Program
Friday, July 15	Presentation Program
Saturday, July 16	Presentation Program
Sunday, July 17	UK cultural immersion – Optional Day Trip (TBA)
Monday, July 18	Presentation Program
Tuesday, July 19	Institute concludes 10:00 a.m., housing check out and departure

General Information

About the Oxford Institute

Steeped in history and tradition, the ancient university city of Oxford is the ideal setting for this international gathering of professionals. The UK offers international access and a unique setting for studying professional and intercultural issues, with a focus on family, couple, marriage, and relationship issues.

Participation in the Oxford Institute is open to educators and practicing professionals who wish to expand their clinical and research knowledge, as well as graduate students who wish to incorporate a study-abroad experience into their professional training. The Institute includes formal presentations, panel discussions, seminars, and exploration of the city of Oxford, and optional day trips to London and the English countryside.

St. Hilda's College, University of Oxford

One of the riverside colleges of the University of Oxford, St. Hilda's College is situated near the Magdalene Bridge – a short walking distance to the Oxford High Street and attractions of the Oxford city center. The unique and scenic riverside setting of St Hilda's College and the historic university city of Oxford contribute to making the Oxford Institute a personally and professionally rewarding experience. Since housing space is limited, early registration is recommended to secure an available participant slot.

Health and Safety

In planning the 2022 Oxford Institute, the organizing committee has made health and safety of all participants a priority. Standard housing will be provided in the residence halls of St. Hilda's College, with each participant occupying a private single (unless dual occupancy with a partner or family member is requested.) Additionally, throughout the Institute we will adhere to the health and safety policies and protocols of St. Hilda's College and Oxford University.

We are anticipating that the COVID-19 will be of minimal concern by the Summer of 2022. However, should there be a continuation or resurgence in the pandemic, or any problems related to international travel to the UK, the Institute will provide a **100% refund on any registration cancellation request received by 15 April 2022.**

Continuing Education Credit – Upon request, institute participants will receive a continuing education certificate verifying 24 clock hours of continuing education credit (including 3 hours in the area of “ethics”, 6 hours in the area of “diagnosis”, and 6 hours in the area of “supervision”).

Approved Co-sponsorship Limitation. NBCC approval of a co-sponsorship relationship applies only to the Oxford Institute through the International Association of Marriage and Family Counselors (IAMFC). No other NBCC approval is issued concerning other programs.

Presenting at the Oxford Institute

Presenting at the Oxford Institute has been a professional “milestone” for many past participants. Professionals who have an interest in presenting a scholarly presentation, workshop, or poster session relating to couple, marriage, or relationship, or family issues are encouraged to submit a proposal to the Oxford Institute Program Committee for peer-review consideration (Details may be found in the registration section at the end of this packet). Presenters must be practicing professionals, researchers, or hold academic appointment.

Graduate students may submit a poster session proposal – or co-present with a professor or established researcher. Presentation proposals will be accepted on a “rolling acceptance” basis until presentation slots are filled. Accepted presenters will typically be notified within 30 days of registration submission of their program application acceptance. Institute programs include poster sessions and 75-minute presentation formats. Presentations that expand clinical skills, illuminate original research, and offer interactive/experiential opportunities are given acceptance priority. **All presenters must register and pay the appropriate registration fee.** Questions about program proposal submissions may be directed to Oxford@Intapc.org

Travel Information

Before you Travel

Identification – You will need a valid Passport to enter the United Kingdom and re-enter the United States or your country of residence. If you are a USA resident and do not yet have a passport, you may make application at most United States Post Offices. Allow at least six weeks to apply and secure a passport if you are a USA citizen, or you may obtain a passport more quickly (typically within two weeks) by paying an expedited application fee.

International Participants who are not USA Citizens – If you are a citizen or subject of a country other than the USA, you should contact the British Consulate in your home country regarding visa requirements and qualifications for entry into the United Kingdom. As requested, the Oxford Institute will provide you with a “letter of invitation” to assist with the travel visa application process.

COVID-19 Considerations – The Oxford Institute will continue to closely monitor the course of the pandemic and appropriate safety measures will be in effect at St. Hilda’s College. In the event of a pandemic resurgence and a CDC travel restriction advisory, registrations will be afforded an opportunity to cancel their registration and receive a full registration refund. Vaccination against the COVID-19 virus is strongly recommended. At present, we do not know if “proof of vaccination” will be required to enter the UK in July 2022. We will monitor and keep applicants updated on developments.

General Medical – Let your physician know that you will be visiting the UK. Minor medical issues may typically be paid “out-of-pocket” in the UK at NHS clinics at little or no charge – but there is no guarantee of this. Please check with your health insurance company to ascertain the extent of your policy coverage in the United Kingdom to ensure that you have adequate medical insurance coverage in the event of illness or accident. Bring documentation for any prescription medicines that you will be bringing with you, as well as any relevant health information (such as blood type, diabetes, special needs, etc.).

All Institute participants must maintain personal health insurance coverage while in the UK in case of a medical emergency. Each participant is solely responsible for the cost of necessary medical treatment or medical evacuation home in the event of accident or illness. Please note: Major airlines typically offer an “insurance option” purchase at a modest cost as part of the airline ticket purchase – this is one of the most economical ways to secure short-term medical coverage for your stay in the UK.

Travel to the United Kingdom – London Heathrow Airport is the recommended arrival airport into the UK for Oxford.

Travel to Oxford from London Heathrow Airport – London Heathrow (**LHR**) offers easy access to Oxford via motor coach. There is a bus station at London Heathrow airport that provides direct coach (bus) service to the Oxford central coach station throughout the day on a more or less hourly basis. The cost is approximately 20-25 pounds (one-way) with discounts for seniors over age 60, students, and children. This is the quickest and most economical way to travel from Heathrow Airport to Oxford.

Travel to Oxford from central London. Trains from London British Rail Paddington Station to Oxford throughout the day. Paddington Station is accessible via the “Tube” from any point in London.

Packing for the Trip. PACK LIGHT – you should limit yourself to one rolling suitcase and a personal bag (such as a “back pack,” computer bag, etc.) If you cannot personally carry everything with relative ease, you have packed too much! There may be times when you will be required to carry your belongings, unassisted, up a flight of stairs, and perhaps several blocks between taxi cabs, airport check in, train platforms, bus stations, etc.

Travel Safety – Despite the periodic news reports, travel and study in the United Kingdom in general (and Oxford in particular) remains statistically a safe activity with minimal risk. However, it is always a good idea to have a companion when going out, particularly in the evening. Stay in familiar areas and use good judgment when venturing out. Always keep your purse or backpack closed and valuables secure when out and about. The only “crime” we have experienced over the past twenty years in our visits to the UK have been a couple of “pick pocket” attempts in the crowded tourist areas in central London (a stolen camera and a stolen passport.) Using reasonable precaution and common sense, a person is at no greater safety risk in the United Kingdom than in any major city in the USA. Additional information about international travel safety may be found at the US Department of State website <https://travel.state.gov/content/travel/en/traveladvisories>

Personal Safety – It is advised that when venturing away from group activities and exploring on your own, particularly in the evening, that you travel in groups of two or more in case an unforeseen emergency arises (i.e. illness, injury, etc.) Carry extra cash or credit cards with you for unforeseen expenses. If you get “lost” in your explorations, you can always hail a taxi for return to St. Hilda’s College (Oxford).

Dress – Attire for all institute events is “business casual”. In the month of July, England usually has a mild warm climate. However, it can get cool in the evening requiring a jacket or wrap. In some past years, the group has experienced “freak” hot spells in lower England with very warm temperatures (or it can also get chilly.) England is also known for daily “light” rain showers in the summer months. Comfortable walking shoes are essential. Clothing stores in all price ranges abound in Oxford, so you can buy what you need, should you find yourself wanting.

Internet access – All Institute registrants who stay in campus housing will be provided with a personal internet “WiFi” access code for use on the St. Hilda’s College campus.

Laundry facilities – Washing machines and dryers are available to on-campus registrants at St. Hilda’s College for a modest fee, using a smart phone app. You will need a device such as a cell phone or tablet with Wifi capability in order to operate the machines.

Airline Luggage Fees – Most international flights allow one checked bag at no cost. However, some airlines impose a fee for checked bags. Please consult with your airline regarding their policy. Since porters won’t be available in some places, don’t bring what you can’t carry yourself.

Money – ATM (Automated Teller Machine) cards work everywhere and provide direct access to your bank for cash withdrawals in British Pound Sterling at the most favorable exchange rate. However, you will need to have a four-digit code, since the European ATMs (called “Cash Points” in the UK) won’t accept longer codes. Also, if you lose your ATM card, you may be “out of luck” – though your bank may have a partner bank in the UK. As such, we recommend bringing a spare ATM card, or some back up traveler’s checks. **Major credit cards are widely accepted.** Dollars (cash) or traveler’s checks can be readily exchanged into British Pound Sterling for a modest conversion fee. American Express offices do not charge a commission fee on American Express Traveler’s checks (but they have a somewhat less favorable exchange rate compared to ATM cash machines and credit cards. *Minimum* allocation for food should be \$30 per day (a bit more than the cost of fast food in the USA), plus any spending money. Add to this the cost of incidental purchases. Again, credit and debit cards are widely accepted.

Incidental Expenses – Expenses not expressly covered by the Institute are the responsibility of the participant (i.e. – meals other than breakfast, incidental expenses, bus fare, taxi fare, personal items, cost of medical treatment, travel for non-sponsored side trips, etc.)

Food – Daily Breakfast is included in the Institute housing fee. Lunch and dinner may be purchased at a multitude of eating establishments throughout Oxford and within a short walking distance from St. Hilda’s College. Although we often eat in groups, the cost of meals is “on your own”. Both London and Oxford offer great diversity regarding meal options, with prices starting at about \$10 USD for a “fast food” meal (McDonalds, KFC, Pizza Hut.) If your palate seeks more authentic fare, many pubs serve meals that are tasty and relatively inexpensive (Pot pie, “bangers and mash”, curry, etc.). The cost of food per day will vary from person to person based on individual preferences. You should plan on bringing money equivalent to what they would spend eating out at home. Among the best ethnic food in the UK is Indian food (India having once been the “jewel of the British Empire” – there is a very large “Indian-British” community in the UK.) A multitude and vast variety of fast food and sit-down restaurants may be found in Oxford and London.

Independent Side Trips – A number of participants elect to engage in independent travel before and/or after the Institute dates, either alone or with other institute participants who share similar interests. The Institute organizers have traveled extensively throughout the United Kingdom and Europe and will be glad to offer suggestions. Outside of scheduled presentations and program sponsored field trips, all “extra-curricular” activities and travel are entirely optional and “on your own.” Each participant is encouraged to pursue their own interest and set their own pace concerning such activities.

HOUSING – **Early Arrival and/or Extended Stay Housing is NOT available at St. Hilda’s College.** The housing check-in date for the Oxford Institute is **Tuesday 13 July 2022.** The “official” check-in time is **3:00 pm.** However, rooms *may* be available earlier as prepared by the house keeping staff. We are unable to guarantee an early housing check in time. If you plan to arrive before 13 July or extend your stay after 19 July, there are numerous hotel and bed & breakfast options in Oxford.

Refund policy on unused lodging – Due to the Institute contract obligations to St. Hilda’s College, Institute participants who arrive late or depart early, or who depart from the group travel itinerary and/or stay at locations other than program designated housing, will not be entitled to a refund or credit for unused lodging.

Spouse and companion participation – The Oxford Institute welcomes spouses and adult travel companions. Since our housing contract with St. Hilda’s College is on a “per person” (rather than “per room”) basis, a spouse or adult companion sharing a room with an Institute participant is the same cost as the Institute participant registration fee. A spouse or travel companion must complete, sign, and submit all registration forms, which should be submitted at the same time as the sponsoring professional participant’s registration materials and payment (parental signature required of minor participants under age 18 years.)

Accompanying Children – a minor child may share a room or have an adjacent room with their parent(s). Due to our housing contract with St. Hilda’s College, each child over the age of two years, requiring a bed will occupy one participant slot. As such, *the fee for a child sharing a room with a parent is the same as the parent’s registration fee*. **The Institute does not provide or have access to childcare services and supervision of children is the responsibility of the parent and will be required at all times.** You will need to bring your own crib or bedding for infants or toddlers. Children, spouses, and travel companions are welcome to participate in all Institute social and cultural events and field trips. However, children are typically not permitted in institute presentation sessions due to subject matter and topic content, unless prior arrangements have been made with the presenter and Institute Director. Please contact us to discuss your particular circumstances and needs.

Enrollment Information – At the end of this information packet is an enrollment application. To register for the 2022 Oxford Institute, complete all application pages and return with full payment to the indicated address.

Frequently Asked Questions - FAQs

1. **What is the purpose of the Oxford Institute?**

The Oxford Institute is organized as a small international gathering of practicing mental health professionals, educators, graduate students, and others who share an interest in couple and family therapy issues. It combines a professional development event with a “cultural immersion” experience.

2. **How large is the institute?**

From the beginning, the Institute has remained by design a small event. For 2022, we are limiting the size to 60 participants. This size allows the Institute to offer a personal experience for participants. If you are seeking the anonymity of a large conference, the Oxford Institute is probably not for you. The institute is a truly international event and provides a unique “networking” opportunity with colleagues from the USA, England, and other countries. In recent years, we have had international participants from the UK, Germany, Turkey, Malaysia, Cyprus,

Saudi Arabia, Nigeria, South Africa, Mexico, Bahamas, China, and Taiwan. The Institute promises to provide unique experiences that past participants have found personally and professionally enriching. Each year, the Institute includes a number of returning attendees.

3. Who may attend?

The Oxford Institute is open to graduate students and professionals in psychology, social work, counseling, marriage & family therapy, and related fields – and others (e.g. educators) who share an interest in family counseling/therapy education, training, supervision, practice issues, as well as international practice issues. The Institute can accommodate spouses, family members, and travel companions.

4. I would like to present a program in Oxford, how do I go about submitting a proposal?

All Oxford Institute presentation submissions are “peer-reviewed” and selected by the Oxford Institute Academic Program Committee. Program presentations must relate to some aspect of couple or family therapy training, education, and practice. We also consider topics that relate to couple and family counseling supervision, school counseling, substance abuse treatment and recovery, working with special populations, ethics, and family issues relating to cultural diversity. The Institute strives to balance professional learning opportunities with cultural immersion experiences. As such, program presentation space is limited and program selection is selective. However, every effort is made to accommodate participants who wish to share their knowledge and expertise. In addition to content sessions, the Oxford Institute also offers a “poster session” for presentation and informal discussion of clinical and research topics.

Prospective presenters should email the proposal submission form, along with other registration forms included in this packet to Oxford@Intapc.org for review by the program selection committee. In the event a program is not practicable due to time constraints, etc. – we will attempt to combine program proposals that share a common theme, including panel presentations on critical issues. All presenters MUST register for the Institute and will be acknowledged in final program materials.

5. What does the institute registration fee cover?

The cost of the Oxford Institute includes six nights of housing with daily breakfast, and access to all Institute programs and events. The cost of airfare, ground transportation to Oxford, lunch and dinner, and incidental expenses are not included in the institute registration fee. A “non-housing” registration option is also available for participants who wish to arrange their own accommodations.

6. What if I wish to extend my stay and travel on my own?

In past years, many participants have engaged in independent travel before and/or after the dates of the Institute – often with other Institute participants. The Institute organizers have traveled extensively throughout the UK and Europe and will be glad to offer suggestions and facilitate connections with other Institute participants who share common interests.

7. I don't want to be just a “tourist,” will I have a chance to meet and interact with people from England and other countries?

Absolutely! – British people (and Institute participants!) are very friendly and you will have ample opportunity to meet and interact with people who live in the UK, as well as participants

from other countries. A number of long-standing friendships and professional relationships trace their origins to initial Oxford Institute events and gatherings.

8. I have additional questions, who should I contact?

If you have any questions concerning the Oxford Institute, travel to the UK, and/or suggestions for independent travel before or after the Institute dates, please contact us at

Oxford@Intapc.org.

Institute Housing

The registration fee includes six nights of housing (13th to 19th July) in a private single occupancy room. All standard rooms share a common bath area on each floor of the residence hall with private showers and toilet stalls. Registrants may share a room (double occupancy) with a partner or family member (this option provides a reduced housing registration fee discount person). *Due to room reservation requirements, the room option must be selected at the time of initial registration.*

The 2022 Oxford Institute “non-housing” registration option is available for participants who wish to arrange their own off-campus accommodations. The non-housing option does NOT include breakfast at St. Hilda’s College. Off-campus registrants will be responsible for transportation to and from St. Hilda’s College.

OXFORD INSTITUTE REGISTRATION

OPTIONS AND FEES

The 2022 Oxford Family Counseling Institute

offers three registration options:

Option 1 – Registration and Housing (single occupancy)

Standard Room with shared bath (private shower and toilet stalls)	One person	\$2,250 (one person)
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Option 2 – Registration and Housing (double occupancy)

Standard Room with shared bath (private shower and toilet stalls)	Two people (two beds) Shared with a partner or family member	\$1,650 (per person)
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Option 3 – Registration Only (no housing)

Academic program and cultural events only (no housing)	This option is for individuals who wish to arrange their own off-site housing accommodations in Oxford.	\$850
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Methods of Payment

Full payment at the time of registration is required to secure a participant slot. We accept two forms of payment:

1. **Online Registration and payment** – www.Intapc.org
2. **Payment by Mail – Check or Money Order** payable to: “**IAPC**”
Mail to: International Association of Psychology and Counseling
1915SW 9th Avenue
Fort Lauderdale, Florida 33315 USA

International Participants - “Letter of Invitation”

Upon request, we will provide a “letter of invitation” to attend the Oxford Institute to an international participant requiring documentation for visa application purposes for entry into the UK (not required of USA citizens.)

Expenses covered by the registration fee:

- Six nights housing (single occupancy) at St. Hilda’s College – 12-19 July 2021
- Daily full English breakfast (served from 7:30 a.m. (8:00 a.m. on weekends) to 9:00 a.m.)
- Institute sponsored program activities

Expenses not covered by the program:

- Airfare to the United Kingdom
- Ground transportation within the United Kingdom
- Meals, other than breakfast
- Personal and incidental expenses

Key Dates

May 1, 2022	Regular registration closes
July 13, 2022	Housing Check-in at St. Hilda’s College (3:00 p.m. room check in)
July 19, 2022	Housing Check out – depart campus (10:00 a.m.)

Oxford Institute Contact – Oxford@Intapc.org

Registration Forms

Name _____

Preferred Mailing Address _____

_____ Mailing code or Zip code

Country of Residence _____

Country of Citizenship _____ Passport Number _____

Date of Birth _____

Telephone _____ E-Mail _____

Emergency Contact (please include name, email, and telephone number)

Your position or work title _____

Primary Work Setting _____

Registration Type (please check as appropriate):

_____ **Student** – enrolled in a degree program. (if yes, please provide name of

University and program of study: _____

_____ **Professional** – please include job title, work setting, or organizational affiliation:

_____ **Accompanying spouse, child, or travel companion** of an enrolled student or professional attendee (Sharing a room) Please provided details:

Form 2 (required)
Participant Agreement

This agreement is entered into between the “Oxford” – and the International Association of Psychology and Counseling (IAPC) and _____; herein after referred to as “Participant”. Both the Oxford Institute and Participant agree to the following:

1. **Housing** – The Oxford Institute shall make available nightly housing (single occupancy, unless shared occupancy is requested) beginning no later than 3:00 PM on Tuesday, 13 July 2022, with check out and departure no later than Tuesday, 19 July 2022 at 10:00 AM.
2. **Travel** – The registration fee does not include international airfare, or in-country transportation costs to and from Oxford. Participant shall be responsible for the cost of all transportation, including train, taxi, bus, “the tube,” etc. in the United Kingdom.
3. **Medical Expenses** – Participant affirms adequate medical coverage while in the UK and “proof of vaccination” as may be required for entry into the UK. Participant assumes responsibility for the cost of any medical treatment, drugs, or transportation incurred on behalf of the participant as deemed necessary by program staff in the event of illness or accident. Participant assumes responsibility for the cost of transportation to a medical facility in the United Kingdom, or in the event a return to their home country is necessitated by accident or illness.
4. **Meals** -- Except for breakfast, the cost of all food and meals is the responsibility of participant, at participant’s expense.
5. **Incidental and non-specified expenses** -- Participant shall be responsible for all personal expenses not otherwise expressly covered in this agreement. In the event that Participant is alleged liable for damages of any kind, Participant shall be responsible for ameliorating any such liability, including the necessary cost of legal defense, etc. Participant shall be responsible for the payment of any fines, court costs, or damages for which the Participant is held legally liable.
6. **Field trips** – Unless otherwise noted, each Participant shall be responsible for the cost of their own transportation and/or admission fee to any historical site, museum, or other venue.
7. **Unused Housing or Transportation** – No credit or refund shall be provided for any portion of housing, events, or transportation not utilized by the Participant for any reason.
8. **Non-Institute Activities** --With the exception of Institute meeting times, field trips, and group transportation, Participants are “on their own” regarding free time and activities. Participants are encouraged to arrange activities of mutual interest with fellow institute participants, as desired.
9. **Release of Liability** – Participant agrees to “hold harmless” IAPC, other co-sponsoring organizations, Dr. Brian S. Canfield, and other IAPC staff and agents for any damage or liability of any kind what-so-ever, other than expressly stated in this agreement.
10. **Refund policy** – Before 15 April 2022; a full program fee refund will be provided upon request. Due to housing and travel booking commitments, no program fee refund will be provided after 15 May 2022 - regardless of circumstances. However, in the event a participant is unable to attend the institute, a substitute is allowed, provided the substitute participant meets and agrees to all Institute participation requirements.
11. **Modification** – The Oxford Institute reserves the right to alter the travel itinerary and housing venue and other aspects of the program as circumstances may warrant.

I agree to the Participant Agreement terms as stated.

Oxford Institute Registrant name (parental signature if minor child)

Date

Form 3 (required)

REGISTRATION PAYMENT

Option 1 – Registration and Housing (single occupancy)

Standard Room with shared bath (private shower and toilet stalls)	One person	\$2,250 (one person)
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Option 2 – Registration and Housing (double occupancy)

Standard Room with shared bath (private shower and toilet stalls)	Two people (two beds) Shared with a partner or family member	\$1,650 (per person)
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Option 3 – Registration Only (no housing)

Academic program and cultural events only (no housing)	This option is for individuals who wish to arrange their own off-site housing accommodations in Oxford.	\$850
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Discounts

IAPC Member Discount – 10%

Methods of Payment

Full payment at the time of registration is required to secure a participant slot. Please indicated your form of payment:

_____ **Online Registration and payment – www.intapc.org**

_____ **Payment by Mail – Check or Money Order payable to: “IAPC”**

Mail to: International Association of Psychology and Counseling
1916SW 9th Avenue
Fort Lauderdale, Florida 33315 USA

2022 Oxford Institute

Presenter Application Instructions

The **Oxford Institute** welcomes papers, program presentations, and brief workshops by counselor educators, scholars, and researchers. Students may co-present with an established researcher (typically doctoral level), a licensed professional, faculty member, or submit a proposal for inclusion as a “poster session.” All presentations should relate to some aspect of counseling education, supervision, and practice with couples and families. Professional topics relating to the counseling profession, school counseling, substance treatment, ethical issues, and intercultural family counseling are also accepted for program review and presentation. Presentation submissions to the Oxford Institute are “peer reviewed” by members of the Oxford Institute Program Committee and accepted based on scholarship and relevance.

To submit a proposal:

Send an email cover letter and file attachment (MS Word only) to Oxford@Intapc.org – containing:

- 1) A one-page summary of the proposed presentation
- 2) Preferred session format:
 - a. Poster session
 - b. 75-minute presentation
- 3) Presentation focus (e.g., research, education, training, clinical, ethics, etc.)
- 4) Target audience (e.g., student, new professionals, all audiences, etc.)
- 5) Presentation title and a 2-3 sentence description for inclusion in program materials,
- 6) Name(s), contact information, and curriculum vitae for each presenter. Please indicate the name of the “lead presenter,” if there are multiple presenters. (Please note that all list presenters must register for the Institute.)
- 7) Brief biography of presenter(s)

Presentation Proposals will be evaluated and applicants will be notified of the status of their presentation proposal typically within three weeks of submission. Accepted presentations will be added to the Institute program schedule on a “rolling acceptance” basis until all open presentation slots are filled. All presenters must be registered for the Institute in order to confirm presentation acceptance and all presentations will be listed in the final institute program.

**2022 Oxford Institute
Registration Check list**

Please return the following items:

- 1) _____ **Oxford Institute Registration Form** (required)
- 2) _____ **Participant Contract** (required)
- 3) _____ **Passport cover page – scan or photocopy**
- 4) _____ **Oxford Registration Fee Worksheet** (required)
- 5) _____ **Presentation Proposal** (optional)

Please scan and email registration forms to Oxford@Intapc.org, or mail to the address below. Registration payment may be made online by credit card at www.intapc.org or by check or money order mailed to:

**IAPC Oxford Institute
1915 SW 9th Avenue
Ft. Lauderdale, Florida 33315
(USA)**