

Oxford Institute

For Couple, Marriage, and Family Therapy

St. Hilda's College, Oxford University

July 18-24, 2023



A program of the
International Association of Psychology and Counseling (IAPC)

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 18-24, 2023 at St. Hilda's College, Oxford University (UK). The Oxford Institute is an international gathering that promotes professional collaboration, expand intercultural understanding, and facilitate the exchange of knowledge to advance excellence in education and clinical practice.

The Oxford Institute brings together educators, clinicians, and students who share a common interest in training, education, clinical practice, and supervision. We welcome psychologists, psychotherapists, mental health counselors, pastoral counselors, family counselors, marriage and family therapists, social workers, psychiatrists, and others “helping professionals”.

The Oxford Institute features research and clinical presentations from scholars and clinicians from around the world. In recent years the Institute has included participants from throughout the USA, the United Kingdom, Turkey, Malaysia, Taiwan, Saudi Arabia, Nigeria, Germany, China, Cyprus, Bahamas, Canada, Mexico, and Ukraine. In addition to professional presentations and lectures, the Oxford Institute includes “cultural immersion” activities to expand understanding of contemporary British society and cultural issues.

Please contact Oxford@Intapc.org concerning the 2023 **Oxford Institute**. We welcome your participation and hope you will consider joining us in Oxford in July 2023!

Sincerely,

Dr. Brian S. Canfield, Director
IAPC Oxford Institute

Information and Registration

About the Oxford Institute

Steeped in history and tradition, Oxford has been a seat of learning and knowledge since the Middle Ages. St. Hilda's College, Oxford University serves as the ideal setting for the Institute. The UK offers easy international access and a unique setting for studying professional issues.

Participation in the Oxford Institute is open to educators, students, and clinicians who wish to expand their knowledge of education, research, and clinical issues. The formal program includes peer-reviewed research presentations, panel discussions, seminars, and poster sessions – as well as sponsored 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 on the River Cherwell near the Magdalene Bridge - a short walking distance to Cowley Street, 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 2023 Oxford Institute, the organizing committee has made health and safety of all participants a priority. The Institute we will adhere to the health and safety policies and protocols of St. Hilda's College and the United Kingdom National Health Service.

We are anticipating that COVID-19 will be of minimal concern in the Summer of 2023. However, should there be a continuation or resurgence of the pandemic, resulting in any international travel restrictions to the UK, the Institute will provide a **100% refund** on any registration due to cancellation necessitated by a CDC or US Department of State travel advisory.

Continuing Education Credit – Upon request, institute participants will receive a continuing education certificate verifying continuing education credit.

Presenting at the Oxford Institute

Presenting at the Oxford Institute has been a professional “milestone” for many past participants. Researchers, clinicians, and students who have an interest in presenting a 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 end of this packet in the registration section.) All presenters must be members of IAPC (join today at www.intapc.org), register for the Institute, and pay the appropriate registration fee. Presentation proposals submitted by individuals who are not members of IAPC will not be considered.

Students may submit a poster session proposal focusing on their research, 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 formal one-hour presentations. Presentations that expand clinical skills, illuminate research, and offer interactive/experiential opportunities are given acceptance priority.

All presentations accepted presentations will be published in the 2023 Proceedings of the Oxford Institute – a peer-reviewed international publication of the International Association of Psychology and Counseling (IAPC). Questions about program proposal submissions may be directed to Oxford@Intapc.org

2023 IAPC Oxford Institute – Schedule

Tuesday, July 18	Arrival and housing check in at 3:00 p.m, welcome reception
Wednesday, July 19	Presentations
Thursday, July 20	Presentations
Friday, July 21	Cultural Immersion Field Trip - London
Saturday, July 22	Presentations
Sunday, July 23	Cultural Immersion Field Trip – Harlestone/Althorpe
Monday, July 24	Institute concludes 12:00 noon

Oxford Institute Accommodations

The registration fee for the Oxford Institute includes six nights of housing beginning 18 July until 24 July at St. Hilda's College, University of Oxford. The Institute offers two levels of housing (Standard and Superior). Additionally, but housing levels may be booked as either a single or double (twin) occupancy.

Standard housing – (single or twin occupancy with shared common bath area)

Superior housing – (single or twin occupancy with private bath and shower)

Due to room reservation requirements, the room option must be selected at the time of initial registration.

The 2023 Oxford Institute “**non-housing**” **registration option** is available for participants who reside locally or who wish to arrange their own off-campus housing accommodations. The non-housing option includes access to all cultural events and social activities.

IAPC Oxford Institute Registration and Room Options

The Registration Fee (Standard room, double occupancy) for the 2023 IAPC Oxford Institute is **\$2,200** (per person). The standard room registration includes six nights housing at St. Hilda's College residential housing in a shared room with twin beds (shared common bath with other rooms). The Standard registration includes daily breakfast, access to all programs and activities, and sponsored day trips by private coach (bus) to London and Harlestone. A private, single-occupancy, standard room (shared common bath) is available for \$2,600.

The Registration Fee (Superior room upgrade) is available for **\$2,800** (per person). The superior room registration includes six nights housing at St. Hilda's College modern residential housing in a shared, double-occupancy room with twin beds (En Suite) with in-room private bath with shower. A private, single-occupancy, superior room (with En Suite bath) is available for \$3,300.

Methods of Payment

Full payment at the time of registration is required to secure a program participant slot. Two forms of payment are accepted:

1. **Online Registration (credit card or PayPal)** – www.Intapc.org
2. **Payment by Mail – Check or Money Order** payable to: “**IAPC**”

Mail to: International Association of Psychology and Counseling
1915 SW 9th Avenue
Fort Lauderdale, Florida 33315 USA

International Participants - “Letter of Invitation”

Upon request, IAPC 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 – 18-24 July 2021
- Daily full English breakfast (served from 7:30 a.m. (8:00 a.m. on Sunday) to 9:00 a.m.)
- Institute sponsored program activities

Expenses not covered by the program:

- Airfare to the United Kingdom
- Ground transportation (except scheduled field trips)
- Meals, other than breakfast
- Incidental expenses

Key Dates

December 31, 2022	Early Registration discount closes
May 1, 2023	Regular Registration closes
July 18, 2023	Housing Check-in at St. Hilda’s College (3:00 p.m. room check in)
July 24, 2023	Housing Check out – Institute concludes at 12:00 noon.

Oxford Institute Contact – Oxford@Intapc.org

IAPC Scotland Institute and IAPC Oxford Institute - Dual Registration Option

The 2023 IAPC Scotland Summer Institute will convene at the University of Edinburgh – July 26 to August 1, 2023 immediately following the dates of the Oxford Institute - July 18-24, 2023. A separate Scotland Summer Institute program packet may be requested by email at IAPC@intapc.org. Participants may register for both Institutes at a discounted rate.

Participants who wish to attend **both** the **IAPC Scotland Summer Institute** and the **IAPC Oxford Institute** (Combined dates - July 12 to 24, 2023) are provided a dual-registration discount – which also includes transportation from Edinburgh to Oxford by private chartered coach (bus). Travel from Oxford to Edinburgh will include a half-day stop over tour of the Medieval City of York, England. Dual registrations will also be provided an additional night of housing at St. Hilda’s College (July 25th). Dual-registration participants should travel to the UK by air and arrange their travel for arrival into London Heathrow Airport (LHR) on July 18, 2023, with a departure from Edinburgh International Airport (EDI) on August 1, 2023.

The Dual Registration fee for Scotland and Oxford is **\$3,300** (per person) and includes 13 nights of residential housing in a Superior Room (En Suite with private in-room bath) in both Oxford and Edinburgh. A private, single-occupancy, superior room (with En Suite bath) upgrade is available for \$3,800.

FREQUENTLY ASKED QUESTIONS

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 excellence in education and clinical practice in the area of marriage, couple, and family therapy. The Oxford Institute combines a professional development event with a “cultural immersion” experience.

How large is the institute? From the beginning, the Institute has remained by design a small event. For 2023, we are limiting the size to 60 registered participants. This size allows the Institute to offer a unique personal and professional experience. If you are seeking the anonymity of a large conference, the Oxford Institute may not be for you. The institute is a truly international event and provides a “networking” opportunity with colleagues from around the world. In recent years, educators, clinicians, and students from throughout the USA, the UK, Germany, Turkey, Malaysia, Cyprus, Saudi Arabia, Nigeria, South Africa, Mexico, Bahamas, China, Taiwan, and Ukraine and attended and presented at the Institute. Past attendees have found the Institute a personally and professionally enriching experience. Each year, the Institute includes many returning participant.

Who may attend? The Oxford Institute is open to graduate students and professionals in psychology, social work, counseling, marriage & family therapy, and other “helpers” in related fields 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.

I would like to present a program in Oxford, how do I go about submitting a proposal? All Oxford Institute presenters are required to be members in good standing of the *International Association of Psychology and Counseling* (IAPC). Prospective presenters may join IAPC online at www.intapc.org.

Presentation proposals are “peer-reviewed” by the Oxford Institute 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 considerations. 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 be members of IAPC and register for the Institute.*

Presenters will be acknowledged in final program materials of the 2023 Oxford Institute and selected presentations will be published in the **Proceedings of the Oxford Institute for Marriage, Couple, and Family Therapy** – A peer-reviewed international publication of the International Association of Psychology and Counseling (IAPC).

What does the institute registration fee include? Registration for the Oxford Institute includes six nights of housing in modern campus residential facilities at St. Hilda’s College, Oxford University, daily breakfast in the St. Hilda’s College dining hall, 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 live locally or who wish to arrange their own accommodations.

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.

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 opportunities 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.

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 .

TRAVEL INFORMATION

Identification - You will need a valid Passport to enter the United Kingdom and re-enter 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 eight 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 IAPC Oxford Institute will continue to closely monitor health and safety issues. In the event of a COVID resurgence and a CDC travel restriction advisory, registrants may cancel their registration and receive a full refund.

General Medical – Let your physician or health care provider 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 30 pounds (one-way) with discounts for seniors over the 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 British Rail (train station) is accessible via taxi or

on “Tube” (subway metro system) 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 “backpack,” 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 – Travel 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 has been a “pick pocket” attempt in a crowded tourist area of 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 other 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>

Dress – Attire for all institute events is “business casual”. In the month of July, England has experienced “freak” hot spells in lower England with very warm temperatures during the day (bring shorts!) and cooler temperatures in the evening. 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 – Internet access is available on campus at St. Hilda’s College.

Laundry facilities – Washing machines and dryers are available to on-campus registrants at St. Hilda’s College for a modest fee.

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 – The most convenient way to purchase just about everything (meals, taxis, buses, store purchases, etc.) is through “contactless payment” using Apple Pay, Google Pay, etc. Cash and credit cards are also widely accepted. ATM (Automated Teller Machine) cards 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, "contact less payment" credit cards, 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 registration (housing option) 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. Within a short walking distance of the St. Hilda's Campus is Cowley road which host a variety of ethnic food options.

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 18 July 2023**. 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 18 July or extend your stay after 24 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 requires a bed and will occupy one registration 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 child care 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.

Scholarship Information – Discounted Registrations may be available for professionals and students in low GDP countries. Scholarship recipients are expected to assist with Institute program activities (e.g. session monitoring, registration and arrival support, etc.). To be considered for a registration discount or partial student scholarship, an applicant must be an IAPC student or professional member in good standing. Contact Dr. Brian Canfield at Brian@intapc.org additional information regarding a registration discount or partial student scholarship.

Enrollment Information - At the end of this information packet is an enrollment application. To register for the 2023 Oxford Institute, complete and return as indicated.

<REGISTRATION FORMS FOLLOW>

**2023 OXFORD INSTITUTE
APPLICATION**

Name _____

Home Address _____

Country of Residence _____

Country of Citizenship _____ Passport Number _____

Date of Birth _____

Telephone _____ E-Mail _____

Emergency Contact (name, phone, and Email) _____

Position or Work Title _____

Primary Work Setting _____

Registration Type (please indicate):

_____ **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 Participant – (spouse, child, or travel companion)**
Please provided details: _____

***Please note:** Acceptance to the 2023 Oxford Institute is subject to space availability and conditional on appropriate professional or student status. Institute program slots will be filled and confirmed on a “first come” basis. Due to limited space, early registration is encouraged in order to confirm room preference. Priority registration is given to IAPC professional, student, or community members.

Form 2 (required)
Participant Agreement

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

1. **Housing** – The Oxford Institute shall provide nightly housing (as specified in participant’s registration selection) beginning no later than 4:00 PM on Tuesday, 18 July 2022, with check out and departure no later than Tuesday, 24 July 2022 at 12:00 noon.
2. **Travel** – The registration fee does not include international airfare, or transportation to and from St Hilda’s College, Oxford. Participant shall be responsible for the cost of all transportation, including train, taxi, bus, “the tube,” etc. in the United Kingdom – with the exception of Institute - sponsored field trips (i.e. London and Harlestone)
3. **Medical Expenses** – Participant agrees to assume responsibility for the cost of all medical-related expenses, including the cost of any medical treatment, drugs, or emergency transportation incurred on behalf of the participant as deemed necessary by program staff in the event of illness or accident. Participant agrees to maintain adequate medical coverage while in the UK. Participant shall provide “proof of vaccination” as may be required for entry into the UK. Participant agrees to assume full 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.
9. **Release of Liability** – Participant agrees to “hold harmless” IAPC, other co-sponsoring organizations, the Institute Director and Staff, and other IAPC agents, employees, or subcontractors for any damage or liability of any kind what-so-ever, other than expressly stated in this agreement.
10. **Refund policy** – Before 1 May 2022; a full program fee refund will be provided upon request. Due to housing and travel booking commitments, a program fee refund will be provided after 1 May 2022 will be subject to a \$250 cancellation fee.
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:

Print name and signature (parental signature, if minor child)

Date

Form 3 (required)

SELECTED REGISTRATION OPTION

(Please circle your selected option)

Option 1 - Oxford Registration – Standard Room - double-occupancy twin room

Standard Room with shared common bath (private shower and toilet stalls)	Two people (two beds)	\$2,200 (per person)
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Option 2 - Oxford Registration – Standard Room - single-occupancy standard room

Standard Room with shared common bath (private shower and toilet stalls)	One person	\$ 2,600
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Option 3 - Oxford Registration – Superior Room - double-occupancy room

Superior Room with En Suite bath	Two people (two beds)	\$2,800 (per person)
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Option 4 – Oxford Registration - Superior Room - single-occupancy room

Superior Room with En Suite bath	One person	\$3,200
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Option 5 - Dual Registration - IAPC Scotland Summer Institute and the IAPC Oxford Institute

Double occupancy – superior room with En Suite private bath	Two people (two beds)	\$3,300 (per person)
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Option 6 – Dual Registration – IAPC Scotland Summer Institute and the IAPC Oxford Institute

Single occupancy – superior room with En Suite private bath	One person	\$3,800
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Option 7 – Registration with all cultural and social activities (no housing)

Registration Including all cultural field trips and social activities	No housing	\$1,200
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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”

Form 4 - Presenter Proposal Form
2023 Oxford Institute
Presenter Application Instructions

The **Oxford Institute** welcomes papers, program presentations, and brief workshops by counselor educators, scholars, and researchers. Students may present a poster, or co-present with an established researcher (typically doctoral level), a licensed professional, or faculty member. All presentations should relate to some aspect of clinical 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. All presenters must be members of the International Association of Psychology and Counseling (IAPC). Prospective presenters should join online at www.intapc.org prior to submitting the presentation proposal. Presentations that expand clinical skills, illuminate research, and offer interactive/experiential opportunities are given acceptance priority. **All presenters must register and pay the appropriate registration fee. Accepted presentations will be published in the 2023 Proceedings of the Oxford Institute** – a peer-reviewed international publication of the International Association of Psychology and Counseling (IAPC). Questions about program proposal submissions may be directed to Oxford@Intapc.org

To submit a proposal:

Send an brief 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. 60-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 reviewed and applicants will be notified of the status of their presentation proposal typically within two 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.

**2023 Oxford Institute
Registration Check list
Please return the following items:**

- 1) _____ **Oxford Institute Application and Registration Form** (required)
- 2) _____ **Participant Contract** (required)
- 3) _____ **Passport cover page – scan or photocopy**
- 4) _____ **Oxford Registration Fee Option** (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)**