

**IAPC Scotland Institute**  
**For Intercultural Issues**  
**in Education and Clinical Practice**  
University of Edinburgh  
Edinburgh, Scotland  
**July 26 to August 1, 2023**



A cultural immersion and professional development institute of the **International Association of Psychology and Counseling (IAPC)**

## **Welcome to the IAPC Scotland Institute**

On behalf of the International Association of Psychology and Counseling (IAPC), I am pleased to invite you to join us for the 2023 IAPC Scotland Institute for Intercultural Issues in Education and Clinical Practice – July 26 to August 1, 2023. The venue for the 2023 IAPC Scotland Institute is Pollack Halls at the University of Edinburgh (UK). The IAPC Scotland Institute is international and hosts an interdisciplinary gathering of “helping” professionals all fields – such as psychology, counseling, marriage and family therapy, social work, psychiatry, etc. The purpose of the Institute is to develop professional relationships, expand intercultural understanding, and facilitate the exchange of knowledge and research to expand excellence in education and clinical practice. The IAPC Scotland Institute takes place immediately following the IAPC Oxford Institute for marriage, couple, and family therapy (July 18-24, 2023.) Individuals have the option of attending either Institute separately, or both programs.

The IAPC Scotland Summer Institute brings together an international group of educators, clinicians, supervisors, and students who wish to share and learn more about a wide range of issues relating to intercultural issues in clinical education, ethics, and practice. In recent years the UK Institutes have included colleagues from throughout the USA, as well as the United Kingdom, Turkey, Malaysia, Taiwan, Saudi Arabia, China, Nigeria, Cyprus, Bahamas, Canada, Mexico, Germany, and Ukraine.

The IAPC Scotland Institute features several unique professional development forums, as well as presentations by researchers, scholars, and clinicians. Additionally, the Institute provides an immersion experience into contemporary Scottish life and professional issues. To facilitate the building of collegial relationships and provide an intimate forum for sharing ideas, the 2023 Scotland Institute is limited to sixty (60) participants. After you have reviewed the attached information, please let us know if you have any questions concerning the **2023 IAPC Scotland Institute**. We welcome your participation and hope you will consider joining us in Edinburgh in July 2023.

Sincerely,

Dr. Brian Canfield, Director  
IAPC Scotland Summer Institute for Education and Clinical Practice

# **Information and Registration**

## **About the IAPC Scotland Institute**

Steeped in history and tradition, Edinburgh offers an ideal setting for the IAPC Scotland Institute for Intercultural Issues in Education and Clinical Practice. The Scotland Institute is open to educators and practicing professionals who wish to gain knowledge about contemporary counseling issues – as well as students who wish to incorporate a study-abroad experience into their professional training. Early registration is recommended. Institute attendees interact in a small group setting of international colleagues composed of students, psychologists, social workers, family therapists, mental health counselors, school counselors, substance abuse counselors, educators, and other “helping” professionals from around the world. Participants include national and international leaders in various professional fields. The venue for the IAPC Scotland Institute is the Pollock Halls, University of Edinburgh.

The culturally-immersion nature, along with interaction among international colleagues attending the institute, provides a unique opportunity to learn about issues influencing education and clinical practice in various societies. Participation in the Scotland Counseling Institute is open to educators, graduate students, and practicing professionals who wish to gain a broader understanding of international issues in clinical practice. The Scotland Institute offers continuing education credit, as well as an opportunity for graduate students to incorporate a study-abroad experience into their education and professional training. Students have the option of participating in the two-week IAPC Summer School Consortium that includes both Oxford and Edinburgh. In addition to scholarly presentations, the Scotland Institute includes informal discussions and sponsored field trips to various cultural sites in Scotland.

## **Edinburgh, Scotland**

Along with England, Wales, and Northern Ireland; Scotland is part of the United Kingdom. In recent years, a public referendum affirmed Scotland remaining part of the UK, rather than moving toward full independence. However, Scotland has its own Parliament and unique legal system and a strong sense of national identity. As the capital city of Scotland, Edinburgh provides a rich cultural destination. The elegant Georgian streets of 18<sup>th</sup> century “New Town” are set against the dramatic backdrop of Edinburgh Castle and the medieval turrets and spires of “Old Town”, the “Royal Mile”, and Holyrood Palace. As a Center of Education, the University of Edinburgh was first established in 1583 and has played a pivotal role in academic achievements for centuries.

The University of Edinburgh Pollock Halls venue of the IAPC Scotland Summer Institute features modern residence halls, dining facilities, and an on-campus pub. Pollock Halls is located adjacent to Holyrood Park and is in the shadow of “King Arthur’s Seat” a 900-foot mountain (extinct volcano) which offers a panoramic view of the city (Hiking the mountain on the foot path takes about one hour). Pollock Halls is a short taxi ride, or 20-30 minute walk, to Holyrood Palace, Edinburgh Castle, and the “Royal Mile”.

## **Presenting at the IAPC Scotland Summer Institute.**

Presenting at the Scotland Summer 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 education and clinical practice issue are encouraged to submit a proposal to the Scotland Summer 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. 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 one-hour presentation formats. Presentations that expand education, clinical skills, illuminate research, and offer interactive/experiential opportunities are given acceptance priority.

**Accepted presentations will be published in the 2023 Proceedings of the IAPC Scotland Summer Institute** – a peer-reviewed international publication of the International Association of Psychology and Counseling (IAPC). Questions about program proposal submissions may be directed to [Office@intapc.org](mailto:Office@intapc.org) All presenters must register and pay the appropriate institute registration fee. (See additional information at the end of this packet)

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

### **Graduate Course Credit**

The 2023 Scotland Institute will be part of the **IAPC Summer School Consortium**. Graduate course credit in several topic areas will be made available through participating accredited university partners. Course credit is typically offered in a “hybrid” instructional format consisting “online” content instruction in conjunction with the “on site” activities. Registration and tuition for course credit is arranged directly with the sponsoring university.

### **2023 IAPC Scotland Institute – Schedule**

Wednesday, July 26	Arrive Pollock Halls, welcome reception
Thursday, July 27	Presentations – open afternoon and evening
Friday, July 28	Presentations – open afternoon and evening
Saturday, July 29	Open day – cultural immersion field trip
Sunday, July 30	Presentations – open afternoon and evening
Monday, July 31	Presentations – open afternoon and evening
Tuesday, August 1	Institute concludes, housing check out and departure

### **IAPC Scotland Summer Institute Registration and Room Options**

The Registration Fee for the 2023 IAPC Scotland Summer Institute is **\$2,200** (per person). The registration fee includes six nights housing at Pollock Halls of Residence, University of Edinburgh in a shared, double-occupancy room with twin beds (“En Suite” room with in-room private bath with shower.) A private, single-occupancy room upgrade is available for an additional fee.

## Methods of Payment

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

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

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

## **IAPC Scotland Institute and IAPC Oxford Institute Dual Registration Option**

Participants who wish to attend **both** the **IAPC Scotland Summer Institute** and the **IAPC Oxford Institute** (Combined dates - July 18 to August 1st, 2023) are provided a dual-registration discount – which includes “door-to-door” transportation from Oxford to Edinburgh by private chartered coach (bus). The Coach trip includes a half-day layover for participants to explore the historic City of York. Dual-registration participants should arrange air travel for arrival into London, Heathrow Airport (LHR) on Tuesday, July 18<sup>th</sup> and departure from Edinburgh International Airport (EDI) on Tuesday, August 1<sup>st</sup>, 2023.

The Dual Registration fee for Scotland and Oxford is **\$3,300** and includes 12 nights of housing in a shared double-occupancy (twin) En Suite Room (with private in-room shower) in both Oxford and Edinburgh. A private, single-occupancy, room is available for an additional fee. A private, single-occupancy room upgrade is available for \$3,800.

## **International Participants - “Letter of Invitation”**

Upon request, IAPC will provide a “letter of invitation” to attend the Scotland Summer 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 at Pollock Halls, University of Edinburgh – July 26 to August 1, 2021
- Daily full Scottish breakfast
- Institute sponsored program activities and field trips

## **Expenses not covered by the program:**

- International Airfare to Edinburgh International Airport (EDI), 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 26, 2023**

Housing Check-in at Pollock Halls, University of Edinburgh

**August 1, 2023**

Housing Check out – Institute concludes at 12:00 noon.

**IAPC Scotland Summer Institute Contact – [IAPC@intapc.org](mailto:IAPC@intapc.org)**

# SCOTLAND INSTITUTE SELECTED REGISTRATION OPTION

(Please circle your selected option)

### Option 1 - Scotland Registration – Superior Room - double-occupancy room

Shared Room with En Suite bath	Two people (two beds) Six nights	<b>\$2,200 (per person)</b>
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### Option 2 – Scotland Registration - Superior Room - single-occupancy room

Superior Room with En Suite bath	One person Six nights	<b>\$2,600</b>
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### Option 3 - Dual Registration - IAPC Oxford Institute and Scotland Institute

Double occupancy – superior room with En Suite private bath	Two people (two beds) 13 nights	<b>\$3,300 (per person)</b>
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### Option 4 – Dual Registration – IAPC Oxford Institute and Scotland Institute

Single occupancy – superior room with En Suite private bath	One person 13 nights	<b>\$3,800</b>
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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](http://www.Intapc.org)

\_\_\_\_\_ **Payment by Mail** – Check or Money Order payable to “IAPC”

### International Participants - “Letter of Invitation”

Upon request, we will issue a “letter of invitation” to an international participant requiring documentation for visa application purposes for entry into the United Kingdom (not required of USA citizens.)

### Expenses covered by the standard registration fee:

- Six nights housing at Pollock Halls, University of Edinburgh.
- Daily full Scottish breakfast (served from 8:00 a.m. to 10:00 a.m.)
- Sponsored Day Trip – (destination TBA)

**Expenses not covered by the program:**

- Airfare to the United Kingdom
- Ground transportation within Edinburgh and Scotland (other than sponsored Day trips)
- Meals, other than breakfast
- Personal and incidental expenses

**Key Dates**

**December 31, 2022** Early Registration discount closes

**May 1, 2023** Regular registration closes

**July 26, 2023** Housing Check-in at Pollock Halls (12:00 p.m. room check in)

**August 1, 2023** Housing Check out – depart campus (10:00 a.m.)

**IMPORTANT TRAVEL INFORMATION for dual Scotland and Oxford Registrants**

Individuals who register for both the Scotland Institute and Oxford Institute will be provided with one-way “door to door” transportation on Wednesday, July 26<sup>st</sup> by private coach from St. Hilda’s College, Oxford University to the Pollock Halls of Residence, University of Edinburgh. The Coach journey will include a 4-hour layover in the City of York. Individuals attending both programs should consider purchasing a “multiple city” airline ticket – arriving into London Heathrow Airport (LHR) and departing from Edinburgh International Airport (EDI).

## FAQs – Frequently Asked Questions

- 1. What is the purpose of the Scotland Summer Institute?** The Scotland Summer Institute is organized as a small international and interdisciplinary gathering of practicing clinicians, researchers, educators, graduate students, and others who share an interest in education, training, and professional practice issues. It combines a professional development event with a cultural immersion experience into contemporary Scottish society. The current IAPC Institutes in Oxford and Edinburgh has been offered in various formats in the UK for more than twenty years.
- 2. How large is the institute?** From the beginning, the Scotland Summer Institute has remained by design a small event – sixty participants, or less. This size allows the Institute to offer a personal experience for participants. If you are seeking the anonymity of a large conference, the Scotland Institute is probably not for you. The institute is a truly international event and provides a unique interdisciplinary “networking” opportunity with colleagues from the USA, England, and other countries. In recent years, UK Institute has included participants from throughout the USA, as well as from the UK, Germany, Turkey, Malaysia, Cyprus, Saudi Arabia, Nigeria, South Africa, Mexico, Bahamas, China, Taiwan, and Ukraine. The Scotland Institute offers a unique experience that past participants have found personally and professionally enriching. Each year, the Scotland Institute includes a number of returning participants.
- 3. Who may attend?** The Scotland Summer Institute is open to students, educators, and clinicians in psychology, social work, counseling, marriage & family and related “helping” fields. Participants share a common interest in education, training, supervision, clinical practice, and intercultural professional issues.
- 4. I would like to make a presentation in Edinburgh, how do I go about submitting a proposal?** All Scotland Institute presentation submissions are “peer-reviewed” and selected by members of the Scotland Institute Program Committee. Program presentations must relate to some aspect of counseling training, education, and practice. The Institute strives to balance professional learning opportunities with cultural immersion experiences. As such, program presentation space is limited and program selection is competitive. However, every effort is made to accommodate participants who wish to share their knowledge and expertise. In addition to content sessions, the Scotland Institute also offers a “poster session” for presentation and informal discussion of clinical and research topics in a seminar format.

To be considered for a presenter role, send a brief description of your program proposal to email [office@intapc.org](mailto:office@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 registered for the Institute and will be acknowledged in final program materials. Presentation at the Scotland Institute constitutes a professional presentation at a “peer-reviewed international conference.”

5. **What does the institute registration fee cover?** The cost of the Scotland Institute includes six nights of housing with daily breakfast, and access to all Institute programs and events, including a sponsored day trip. The cost of airfare, ground transportation to Edinburgh, lunch and dinner, and incidental expenses are not included in the institute registration fee.
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 Scotland and other countries?** Absolutely! – Scottish people (and Institute participants!) are very friendly and you will have ample opportunity to meet and interact with people who live in Edinburgh, as well as participants from other countries. A number of long-standing friendships and professional relationships trace their origins to initial Institute events and gatherings.
8. **I have additional questions, who should I contact?** If you have any questions concerning the Scotland Institute, travel to the UK, and/or suggestions for independent travel before or after the Institute dates, contact any of the Scotland Institute Staff.

### **Scotland Institute Staff Contact Information**

**Dr. Brian Canfield**, Director  
Telephone: 985-974-8405,  
Email: Brian@intapc.org

**Enrollment Information** - At the end of this information packet is an enrollment application. To register for the 2023 IAPC Scotland Institute, complete the enrollment application pages and return with full payment payable to **"IAPC"**

All application materials and full payment may be mailed to:

**IAPC Scotland Institute**  
**c/o Dr. Brian S. Canfield**  
**1915 SW 9<sup>th</sup> Avenue**  
**Ft. Lauderdale, Florida 33315 USA**

## TRAVEL INFORMATION

### **Before you Travel**

**Identification** - You will need a valid Passport to enter the United Kingdom (Scotland remains part of 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 (non-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 for entry into the United Kingdom. As requested, the Scotland Institute will provide you with a “letter of invitation” to assist with the travel visa application process.

**Travel Safety** – Despite the periodic news reports, travel and study in the United Kingdom in general (and Edinburgh in particular) remains statistically a relatively safe activity with minimal risk. However, it is always a good idea to have a companion when going out in the evening. Stay in familiar areas and use good judgment when venturing out. 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, a stolen camera, and a stolen passport. Always keep your purse or backpack closed and valuables secure when out and about. Using reasonable precaution and common sense, you are at no greater safety risk in the United Kingdom than in any other major city in the USA or abroad.

**Medical** – Let your physician know that you will be visiting the UK. Minor medical issues may 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 offer “travel insurance” which may be purchased at the time you buy your airline ticket purchase.**

**Travel to Edinburgh** – If you are only attending the Scotland Institute, Edinburgh International Airport (EDI) is the recommended arrival/departure airport into Scotland. If you plan to attend both the Oxford Institute and the Scotland Institute – you should consider a “multiple city” airline ticket with arrival into Edinburgh International Airport (EDI) and departure from London Heathrow Airport (LHR).

**Travel from Edinburgh International Airport to Pollock Halls, Edinburgh**

Taxi service from EDI to Pollack Halls cost approximately 25 pounds (one way)

**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.

**Dress** – Attire for all institute events is “business casual”. In the month of July, Scotland usually has a mild climate. You should pack clothes appropriate to spring or early fall in the USA (sweaters, light jackets). Scotland is also known for daily rain showers. Comfortable walking shoes are essential. Clothing stores in all price ranges abound in Edinburgh, so you can buy what you need, should you find yourself wanting.

**Laundry facilities** - Coin operated laundry facilities are available at Pollock Halls.

**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 best way to purchase food and goods is using “contactless” purchase on your smart phone. Also, ATM 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 everywhere.

**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** – A full Scottish daily Breakfast served in the Pollock Halls dining hall is included in the Scotland Institute housing fee. Lunch and dinner may be purchased at a multitude of eating establishments on campus and within a short walking distance from Pollock Halls. Although we often eat in groups, the cost of meals is "on your own". Edinburgh offers a great diversity regarding meal options, with prices starting at about \$8 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 (“Haggis”, 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 large “Indian-British” community in the UK.) A multitude and vast variety of fast food and sit-down restaurants of every type may be found in Edinburgh.

**Field Trips** - In addition to workshops and presentations, the Institute schedule includes a sponsored day trip – destination(s) TBA.

**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 Scotland, 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 “one your own.” Each participant is encouraged to pursue their own interest and set their own pace concerning such activities.

**Traveling in Edinburgh** – Edinburgh is a very pedestrian friendly city and it is quite possible to walk anywhere in the city center. Other options include taxi, and local buses. An “all day bus pass” offers unlimited use of the Edinburgh bus and may be purchased on any bus.

**Housing**– The 2023 Scotland Institute fee include six nights of housing at Pollock Halls. Early Arrival and/or Extended Stay Housing options include local “bed & breakfast” accommodations throughout the city.

**Refund policy on unused lodging**- Scotland 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 travel or lodging.

**Estimated cost of daily personal expenses** – It is recommended that you plan on a minimum of \$30 USD per day for food and incidental expenses during your time in Scotland. Major credit cards are widely accepted throughout Edinburgh.

**Spouse and companion participation** – The Scotland Institute welcomes spouses and travel companions. Since our housing contract with the University of Edinburgh is on a “per person” (rather than “per room”) basis, the cost for a spouse or companion sharing a twin room with an institute participant is the same rate as the normal registration fee. However, the same discounts (“early registration,” “returning participant,” etc.) are provided on the same basis as the sponsoring professional participant. 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.

**Accompanying Children** – a minor child may share a room or have an adjacent room with their parent(s). Due to our housing contract, 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 a spouse or companion (subject to the same discounts afforded to the parent registrant.) **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.** Children, spouses, and travel companions are welcome to participate in all Institute 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.

For additional information about the Scotland Institute, Oxford Institute, and other IAPC sponsored international programs, please contact Dr. Brian Canfield, Director, via E-mail at [Brian@intapc.org](mailto:Brian@intapc.org) or cell phone (+1) 985-974-8405.

**<REGISTRATION FORMS BELOW>**

**2023 SCOTLAND INSTITUTE  
REGISTRATION FORMS**

**Please return all pages of the application packet with full payment or deposit**

**PARTICIPANT REGISTRATION  
Form 1 (required)**

Full 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)

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** - (Post-degree professional, Licensed Professional Counselor, etc.) – please include job title, work setting, or organizational affiliation:

\_\_\_\_\_ **Accompanying spouse, child, or travel companion** of an enrolled student or professional attendee - Please provided details:

\_\_\_\_\_ **Room Mate Preference** \_\_\_\_\_

Form 2 (required)  
**Participant Agreement**

This agreement is entered into between the “Scotland Institute” - a sponsored program of the International Association of Psychology and Counseling (IAPC) - herein after referred to as the “Scotland Institute” and \_\_\_\_\_; herein after referred to as “Participant”. Both the Scotland Institute and Participant agree to the following:

1. **Housing** – The Scotland Institute shall make available nightly housing (shared, double occupancy, unless upgrade is confirmed) beginning no later than 3:00 PM on Wednesday, July 26, 2023, with check out and departure no later than Tuesday, August 1, 2023 at 10:00 AM.
2. **Travel** – The registration fee does not include international airfare, or in-country transportation costs to and from Pollack Halls, University of Edinburgh. Participant shall be responsible for the cost of all transportation in Scotland, unless otherwise noted.
3. **Medical Expenses** – Participant affirms adequate medical coverage while in Scotland. 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, Scotland Institute staff, employees, and agents from any damage or liability of any kind what-so-ever, other than expressly stated in this agreement.
10. **Refund policy** – Before May 1, 2023; a full program fee refund will be provided, minus a \$250 administrative fee. Due to housing and travel booking commitments, no program fee refund will be provided after May 1, 2023 - 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 Scotland 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.

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Scotland Institute Registrant name (parental signature, if minor child under the age of 18 years) Date

Form 3 (required)  
**REGISTRATION**

Name of Registrant \_\_\_\_\_

**SCOTLAND INSTITUTE  
SELECTED REGISTRATION OPTION**  
(Please circle your selected option)

**Option 1 - Scotland Registration – EnSuite Room - double-occupancy room**

Shared Room with En Suite bath	Two people (two beds) Six nights	<b>\$2,200 (per person)</b>
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**Option 2 – Scotland Registration – EnSuite Room - single-occupancy room**

Superior Room with En Suite bath	One person Six nights	<b>\$2,600</b>
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**Option 3 - Dual Registration - IAPC Oxford Institute and Scotland Institute**

Double occupancy – superior room with En Suite private bath	Two people (two beds) 13 nights	<b>\$3,300 (per person)</b>
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**Option 4 – Dual Registration – IAPC Oxford Institute and Scotland Summer Institute**

Single occupancy – superior room with En Suite private bath	One person 13 nights	<b>\$3,800</b>
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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](http://www.Intapc.org)  
\_\_\_\_\_ **Payment by Mail** – Check or Money Order payable to “IAPC”

Form 4 - Presenter Proposal Form (optional)  
**2023 Scotland Institute**  
**Presenter Application Instructions**

The **Scotland Institute** welcomes papers, program presentations, poster sessions, or 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 counseling practice. Professional topics relating to the counseling profession, school counseling, substance treatment, ethical issues, and intercultural counseling issues are also considered for program review and presentation. Presentation submissions to the Scotland Institute are “peer reviewed” by members of the Scotland Institute Program Committee, based on scholarship and topic relevance.

**To submit a proposal** - Send an email with “<your name> Scotland Proposal” in the subject line. Include a page attachment (MS Word only) addressing:

- 1) **Presentation Title** and a 2-3 sentence “description” for inclusion in program schedule
- 2) A one-page **Summary** of the proposed presentation. We are particularly interested in getting a sense of how you will convey your topic to the audience.
- 3) **Preferred Presentation Format**: “poster session”, “90-minute education session”, or “roundtable discussion”
- 4) **Presentation focus** (e.g., research, clinical, supervision, etc.)
- 5) **Primary Audience** (e.g. student, new professionals, all audiences, etc.)
- 6) **Name(s)**, full contact information, and abridged CV for each presenter. Please indicate the name of the “lead presenter,” if there are multiple presenters. (Please note that all listed presenters must register for the Institute.)

Email program presentation proposals to Dr. Brian Canfield at [Brian@intapc.org](mailto:Brian@intapc.org)

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.

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

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

Please return the above forms, along with full payment (personal or bank check) to “IAPC” to:

**IAPC Scotland Institute  
1915 SW 9<sup>th</sup> Avenue  
Ft. Lauderdale, Florida 33315  
(USA)**

*Please note: Registration forms will not be processed and program presentation proposals will not be confirmed without accompanying payment.*