

Oxford Institute

For Couple, Marriage, and Family Therapy

St. Hilda's College, Oxford University

July 16 – 22, 2024



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 Oxford Institute - July 16-22, 2024 at St. Hilda's College, Oxford University (UK). The Oxford Institute is a small international gathering that promotes professional collaboration, expands intercultural understanding, and facilitates the exchange of knowledge to advance excellence in education and clinical practice.

The Oxford Institute brings together educators, clinicians, and students who share an 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 past 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 cultural issues in contemporary British society.

We hope you will consider joining us in Oxford in July 2024!

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 venue for the Institute and offers easy international access via London Heathrow Airport. The scholarly/scientific program of the Institute includes peer-reviewed 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.

Health and Safety

In planning the 2024 Oxford Institute, the organizing committee has made health and safety of all participants a priority. The Institute will adhere to the health and safety policies and protocols of St. Hilda's College and the United Kingdom National Health Service.

Continuing Education Credit

Upon request, a continuing education certificate issued by IAPC verifying continuing education credits will be issued to participants.

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, 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.) Presenters must register for the Institute and pay the appropriate registration fee.

Students may submit a poster session proposal focusing on their research, or students may co-present with a professor or established researcher. Presentation proposals are peer reviewed and accepted on a “rolling acceptance” basis until presentation slots are filled. Accepted presenters will be notified within 30 days of registration submission of their program application acceptance. Institute programs include poster sessions and one-hour presentations. Presentations that expand clinical skills with couples and families, illuminate research, and offer interactive/experiential opportunities are given acceptance priority.

2024 IAPC Oxford Institute – Schedule

Tuesday, July 16	Arrival and housing check in at 3:00 p.m. - <u>Welcome Reception</u>
Wednesday, July 17	Presentations
Thursday, July 18	Presentations
Friday, July 19	Cultural Immersion Field Trip - London
Saturday, July 20	Presentations
Sunday, July 21	Cultural Immersion Field Trip – Harlestone / Althorpe (tentative)
Monday, July 22	Institute concludes 10:00 a.m.

Oxford Institute Registration and Optional Housing

The registration fee for the Oxford Institute includes access to all scholarly programs, cultural field trips, and social events.

The 2024 Oxford Institute offers a housing registration option that includes six nights of housing beginning 16 July to 22 July at St. Hilda’s College, University of Oxford. The Institute offers two levels of housing (Standard and Superior). Housing may be booked as either a single or double (twin) occupancy.

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

Superior housing – (single or twin occupancy with in-room private bathroom with shower)

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

IAPC Oxford Institute Registration

Institute Program Registration with Housing - \$2,200.

The standard room registration includes six nights housing at St. Hilda’s College residential housing in a shared room with twin beds (shared bath). 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 room, and superior room upgrades are available at an additional cost (see registration at the end of this packet).

Institute Program Registration (without Housing) - \$1,200

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/events

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 a participant requiring documentation for visa application purposes for entry into the UK (not required of USA citizens.)

Expenses covered by the registration fee:

- Access to all Institute scholarly programs, cultural immersion field trips, and social events.

Expenses included with Housing:

- Six nights housing at St. Hilda’s College – 16-22 July 2024
- Daily Full English breakfast

Expenses not covered by the registration fee:

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

Key Dates

May 1, 2024	Registration closes
July 16, 2024	Housing Check-in at St. Hilda’s College (3:00 p.m. room check in)
July 22, 2024	Housing Check out – Institute concludes at 10:00 a.m.

Oxford Institute Contact – Brian@intapc.org

FREQUENTLY ASKED QUESTIONS (FAQs)

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. The Oxford Institute combines a professional development event with a “cultural immersion” experience. 2024 marks the 23rd year of the Institute in the UK.

How large is the institute? The Institute has remained by design a small event. For 2024, we are limiting the size of the Institute to 50 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 past 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. Each year, the Institute includes a number of returning participants.

Who may attend? The Oxford Institute is open to graduate students and professionals in psychology, social work, counseling, marriage & family therapy, and other “helping professionals” in related fields who share an interest in family counseling/therapy education, training, supervision, practice issues, as well as international practice issues. The Institute welcomes spouses, family members, and travel companions.

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

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 Brian@intapc.org for review by the program selection committee. In the event a program is not selected 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.** Presenters will be acknowledged in final program materials of the 2024 Oxford Institute.

What does the institute registration fee include? The basic registration fee includes access to all scholarly presentations, cultural immersion field trips, and social events. **The housing**

registration options include 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.

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 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! – you will have numerous opportunities to meet and interact with people who live in the UK, as well as Institute participants from other countries. A number of long-standing friendships and professional relationships trace their origins to the Oxford Institute.

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 Dr. Brian Canfield at Brian@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 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.*

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 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 (coach) 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 are available 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 will be times when you may 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, residence halls, 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. 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 – check the weather forecast before arrival. 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 lacking.

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 extra checked bags. Please consult with your airline regarding their policy. Since porters won’t be available in most 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 Credit Cards, Apple Pay, Google Pay, etc.** Cash and credit cards are 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. If you lose your ATM card - your bank may have a partner bank in the UK. However, we recommend bringing either a spare ATM card, or some 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 \$40 per day for lunch and dinner (a bit more than the cost of fast

food in the USA), plus spending money for incidental purchases.

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 near campus. 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 \$15 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 hosts a variety of ethnic food options.

Independent Side Trips – Each year, some Institute participants engage in independent travel before and/or after the Institute. 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 "on your own." Each participant is encouraged to pursue their own interest and set their own pace concerning such activities.

HOUSING Registration Option - The housing check-in date for the Oxford Institute is **Tuesday 16 July 2024**. 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. **Early Arrival and/or Extended Stay Housing dates are NOT available at St. Hilda's College.** If you plan to arrive before 16 July or extend your stay after 22 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 the 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 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 for 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 2024 Oxford Institute, complete and return as indicated.

<REGISTRATION FORMS FOLLOW>

**2024 IAPC 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) _____

Professional or 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 2024 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 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 Option** – The Oxford Institute shall provide nightly housing (as specified in participant’s registration selection) beginning no later than 3:00 PM on Tuesday, 16 July 2024, with check out and departure no later than 10:00 a.m. on Monday, 22 July 2024.
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.
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 the 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 2024, a full program fee refund will be provided upon request. Due to housing and travel booking commitments, program fee refunds requested after 1 May 2024 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)

Housing Option 1 - 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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Housing Option 2 - Standard Room - single-occupancy standard room

Standard Room with shared common bath (private shower and toilet stalls)	One person	\$ 2,400
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Housing Option 3 – Superior Room - double-occupancy room

Superior Room with En Suite bath	Two people (two beds)	\$2,400 (per person)
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Housing Option 4 – Superior Room - single-occupancy room

Superior Room with En Suite bath	One person	\$2,600
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Registration Option 5 (without housing)

Registration Includes all cultural field trips and social activities		\$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
2024 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 Institute registration fee.**

To submit a proposal:

Send a brief email cover letter and file attachment (MS Word only) to Brian@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.

**2024 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 – selected option** (required)
- 5) _____ **Presentation Proposal** (optional)

Please scan and email registration forms to Brian@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)**