

ONTARIO SOCIETY OF PSYCHOTHERAPISTS

PROFESSIONAL DEVELOPMENT WEBSITE CALENDAR OF EVENTS: CALENDAR EDITORIAL GUIDELINES

GOALS of PROFESSIONAL DEVELOPMENT WEBSITE CALENDAR

The primary aim of the professional development calendar is to keep OSP members informed of upcoming professional development events in Ontario, which will aid in obtaining mandatory continuing education units (CEUs). The calendar also serves as a means of advertising for those wishing to submit their own events or events of interest that members wish to share with one another.

Guidelines for Submissions to the Calendar

Members are expected to familiarize themselves with the website calendar editorial guidelines to aid them in preparing their event submissions.

1. All event submissions must receive pre-authorization from the Calendar Coordinator. The Calendar Coordinator has the right to not accept unsolicited submissions, submissions which are incompatible with the views of OSP or submissions which do not relate to the practice of psychotherapy.
2. Event listings will usually be limited to 50 words. Submissions should include a contact person, phone and/or email address, website of presenting organization or individual.
3. Regular event listings include:
Conferences, workshops, training days, AGMs/Association meetings open to non-members, and related events.
4. All events submitted must occur between 4 weeks and 12 months from date of submission.
5. All events may be submitted directly to the Calendar Coordinator. Submissions sent to the OSP office are forwarded to the Calendar Coordinator.

Priority & Criteria

Priority is given to events that aim to advance the understanding and practice of psychotherapy by:

- discussing a theory
- presenting how a theory is used in practice
- illuminating the process of a therapist's work (including supervision)
- describing a particular method, approach or technique
- presenting a case study

Criteria for guiding whether an event submission will be accepted include:

- Does it advance the understanding and practice of psychotherapy?
- Does it fall within OSP's definition of psychotherapy and, if not, is it something which might still be of interest and/or educational value to members?

Editing Process

- The Calendar Coordinator is responsible for the quality, content and appearance of the calendar.
- The Calendar Coordinator's principal advisor regarding calendar content and eligibility of submissions is the Chair of the Professional Development committee.
- All listings are edited, at the Calendar Coordinator's discretion, for clarity, organization and length.
- The Calendar Coordinator is not responsible for fact-checking. Accuracy of information is the responsibility of the person who submits the listing.
- Submissions may be declined at any point in the editing process and/or postponed until a future calendar update for any of the following reasons:
 - insufficient time for the editing/ listing process (i.e. event is too near in the future)
 - does not meet submission guidelines
 - discretion of the Calendar Coordinator

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Accepted into OSP's Policy Manual, xxxxxxxxx