The 18th annual

**Oxford Family Counseling Institute**

St. Hilda’s College, Oxford University

**July 9-16, 2019**

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Sponsored by the **International Association of Marriage and Family Counselors**, a division of the **American Counseling Association**

**Welcome to the Oxford Family Counseling Institute!**

On behalf of the International Committee of the International Association of Marriage and Family Counselors (IAMFC), a division of the American Counseling Association (ACA), it is my pleasure to invite you to join us for the 18th annual Oxford Family Counseling Institute which will take place July 9-16, 2019 at St. Hilda’s College, University of Oxford (UK). The Oxford Institute is an international gathering of counseling professionals that serves to develop professional relationships, expand intercultural understanding, and facilitate the exchange of knowledge and research in counseling and related fields.

The Oxford Institute brings together an international group of educators, practicing professionals, and graduate students who wish to share and learn more about a wide-range of issues relating to marriage, dyadic relationships, family, supervision, ethics, and clinical practice. In addition to family counselors, marriage and family therapists, psychiatrists, and psychologists; the Oxford Institute includes school counselors, substance abuse counselors, and related mental health and “helping” professionals. In recent years the Oxford Institute has included colleagues from throughout the USA, as well as the United Kingdom, Turkey, Malaysia, Taiwan, Saudi Arabia, Nigeria, Germany, China, Cyprus, Bahamas, Canada, and Mexico.

The Oxford Institute features presentations from scholars and clinicians, including many leaders in the fields of counseling and marriage and family therapy. Additionally, the Oxford Institute provides a “cultural immersion” experience into contemporary English society. In order to facilitate the building of collegial relationships and provide an intimate forum for sharing ideas, the 2019 Oxford Institute is limited to a maximum of sixty (60) participants.

After you have reviewed the attached information, please let us know if you have any questions concerning the 2019 **Oxford Family Counseling Institute**. We welcome your participation and hope you will consider joining us in Oxford this coming July.

Sincerely,

***Brian***

Dr. Brian S. Canfield, LPC, LMFT

Director, Oxford Family Counseling Institute

**Information and Registration**

**About the Oxford Family Counseling Institute**

Steeped in history and tradition, the ancient university city of Oxford offers an ideal setting for the Oxford Family Counseling Institute. In addition to historical and cultural ties, and the on-going special relationship between the USA and the United Kingdom, the UK offers a central international location and a unique setting for studying professional and intercultural issues, with a focus on family and relationship issues.

Participation in the Oxford Family Counseling Institute is open to educators and practicing professionals who wish to expand their clinical and research knowledge, as well as graduate students who wish to incorporate a study-abroad experience into their professional training. In addition to formal presentations, panel discussions, seminars, and exploration of the city of Oxford, the Institute includes two sponsored day trips – to London, and (tentatively) to the English country village of Harlestone.

**St. Hilda’s College, University of Oxford**

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

**Course Credit and Continuing Education Credit –** Upon request, institute participants will receive a continuing education certificate verifying up to 36 contact hours of continuing education credit (including up to 6 hours of continuing education in the area of “ethics”).

**Optional Graduate Course Credit** – Graduate course credit in selected topic areas will be made available upon request through several participating CACREP-accredited university partners. Affiliated graduate courses are typically offered in a “hybrid” instructional format consisting “online” content instruction (using “Canvas” or “Blackboard” formats) in conjunction with the “on site” learning activities. Registration and tuition for course credit is separate from the Institute registration fee and enrollment is arranged directly with the sponsoring university. Additional information on available course credit through participating Universities will be made available in early 2019 (please note that universities offering graduate credit may require other fees separate from the Institute.

**Presenting at the Oxford Family Counseling Institute**

Presenting at the Oxford Family Counseling Institute has been a professional “milestone” for many Institute participants.Professionals who have an interest in presenting a scholarly presentation, workshop, or poster session relating to couple or family issues are encouraged to submit a proposal to the Institute Program Committee for peer-review consideration. Presenters must be established researchers, licensed professionals, or hold academic appointment. Graduate students may submit a poster session proposal – or co-present with a professor or established researcher. Presentation proposals will be accepted on a “rolling acceptance” basis until presentation slots are filled. Accepted presenters will be notified within 30 days of program application acceptance. Institute programs include poster sessions and 70-minute presentation formats. Presentations that expand clinical skills, illuminate original research, and offer interactive/experiential opportunities are given acceptance priority. We welcome presentation proposals on family-related issues that involve school counseling, substance abuse treatment and recovery, and working with special client populations. **All presenters must register and pay the appropriate institute registration fee.** (See additional information at the end of this packet)

**Publication in the Oxford Institute Peer-Reviewed Journal**

Selected presentations of the 2019 Oxford Family Counseling institute will be featured in ***The Proceedings of the Oxford Family Counseling Institute*,** an on-line journal published under the aegis of Florida Atlantic University. Presenters may choose to submit a manuscript of their presentation for publication consideration in the Journal. Manuscripts will undergo peer review and should be submitted to **Dr. Shawn Patrick** at email spatrick73@icloud.com

Questions about program proposal submissions, journal manuscript submissions, course credit, etc. may be directed to Dr. John Beckenbach at jbeckenbach@icloud.com or Dr. Shawn Patrick at spatrick73@icloud.com

**2019 IAMFC Oxford Family Counseling Institute – Schedule**

Tuesday, July 9 Arrival and housing check in, welcome reception

Wednesday, July 10 Opening session, Presentations

Thursday, July 11 Open day – Sponsored day trip to London

Friday, July 12 Presentations

Saturday, July 13 Presentations

Sunday, July 14 Open day – Sponsored day trip to Harlestone

Monday, July 15 Presentations, Closing session

Tuesday, July 16 Institute concludes, housing check out and departure

**Institute Housing**

The Oxford Institute has four room options. The **standard registration** fee includes seven nights of housing (9th to 16rd July) in a twin room (two people, double occupancy). For an additional fee and on a “space available basis,” participants may secure a private (single occupancy) room, as well as a single or double occupancy room with a private bath. Due to room reservation requirements, a room option upgrade must be selected at the time of initial registration. If an upgrade is not available, a standard shared-occupancy room will be assigned with refund of any upgrade payment. The 2019 Oxford Institute also offers a “non-housing” option for participants who wish to arrange their own off-site accommodations. Please note that the non-housing registration rate does NOT include breakfast. Off-site registrants will be responsible for their own transportation to and from the Institute.

**INSTITUTE REGISTRATION OPTIONS AND FEES**

**The 2019 Oxford Family Counseling Institute offers three registration options:**

**Option 1 – There are four (4) available room options**

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| --- | --- | --- |
| **Registration Option 1A** Twin Room with shared bath (private shower and toilet stalls),  | Two beds, two people only | **$1,600****Standard registration** |
| **Registration Option 1B**Single Room with shared bath (private shower and toilet stalls) | One bed, one person only | **+$400 supplement** |
| **Registration Option 1C**Twin Room with private “en suite” bath. | Two beds, two people only | **+$400 supplement per person** |
| **Registration Option 1D**Single Room with private “en suite” bath.  | One bed, one person only | **+$800 supplement** |
| **“Early Registration” IAMFC Conference Discount** | For registrations paid in full by December 31, 2018, or at the IAMFC Conference | **10% discount** |
| **“Returning Participant” Discount** | For registrants who have previously participated in an IAMFC program in the UK | **10% discount** |
|  |  **TOTAL** |  |

**Option 2**

|  |  |  |
| --- | --- | --- |
| **Registration Option 2** Academic program and cultural events (no housing) | This option is for individuals who wish to arrange their own off-site accommodations | **$895** |

**Option 3**

|  |  |  |
| --- | --- | --- |
| **Registration Option 3**Academic program only (no housing or cultural events) | This option is for UK residents only. | **$400 (300 Pounds)**  |

**Methods of Payment**

Full payment of the Institute registration fee payment is required to secure a participant slot and is required at the time of registration. We accept four forms of payment:

1. **Check** (personal check, bank check or money order) made out to “Counseling Associates International, LLC” – submitted with the application.
2. **Credit Card** – complete the attached “credit card payment authorization form” and submit with the application. A 5% bank processing fee will be added to all credit card payments.
3. **Bank Wire Transfer** – Registration fees may be paid directly to our bank by wire transfer. Bank instructions will be provided upon request. Please add a $40 wire transfer fee to all Bank Wire Transfer payments.
4. **Cash** – We can accept payment by cash in US Dollars or British Pound Sterling for “on-site” registration. On-site registration is limited on a “space available basis” and cannot be guaranteed.

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

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

**Expenses covered by the standard registration fee:**

* Seven nights housing at St. Hilda’s College, Oxford University – 9-16 July 2019
* Daily full English breakfast (served from 8:00 a.m. to 9:00 a.m.)
* Day trip by private coach to central London (Thursday)
* Day trip by private coach to Harlestone (Sunday)

**Expenses not covered by the program:**

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

**Key Dates**

**December 31, 2018** Early Registration discount closes

**June 1, 2019** Regular registration closes

**July 9, 2019** Housing Check-in at St. Hilda’s College (3:00 p.m. room check in)

**July 16, 2019** Housing Check out – depart campus (10:00 a.m.)

**Oxford Institute Staff Contact Information**

**Dr. John Beckenbach**, Co-Director, Scotland Counseling Institute

Telephone: 636-459-0918, Email: jbeckenbach@icloud.com

**Dr. Brian Canfield**, IAMFC Director of International Education and Development

Telephone: 985-974-8405, Email: bcanfield@fau.edu

**Dr. Irene Canfield,** Registration Coordinator

Telephone: 985-974-8423, Email: LPC8599@aol.com

**Dr. Shawn Patrick**, Co-Director, Scotland Counseling Institute

Telephone: 636-459-0927, Email: spatrick73@icloud.com

**IMPORTANT INFORMATION** - **Oxford Family Counseling Institute and Scotland Counseling Institute Dual Registration**

Individuals who register for both the Oxford Family Counseling Institute and the Scotland Counseling Institute and will be provided with a 10% discount on the Scotland Institute registration and deluxe coach transportation from St. Hilda’s College, Oxford University to Pollock Halls, University of Edinburgh on Tuesday 16 July 2019 at no additional cost. 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 Oxford Family Counseling Institute?** The Oxford Family Counseling Institute is organized as a small international gathering of practicing counseling professionals, educators, graduate students, and others who share an interest in family therapy/counseling issues. It combines a professional development event with a “study-abroad” cultural immersion experience into contemporary English society. The Institute has been offered in various formats in the United Kingdom on a more or less annual basis since 1996.
2. **How large is the institute?** From the beginning, the 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 Oxford Institute is probably not for you. The institute is a truly international event and provides a unique “networking” opportunity with colleagues from the USA, England, and other countries. In recent years, we have had international participants from the UK, Germany, Turkey, Malaysia, Cyprus, Saudi Arabia, Nigeria, South Africa, Mexico, Bahamas, China, and Taiwan. The Institute promises to provide you with unique experiences that past participants have found personally and professionally enriching. Each year, the Institute includes a number of returning attendees as part of the institute.
3. **Who may attend?** The Oxford Family Counseling Institute is open to graduate students and professionals in counseling, marriage & family counseling/therapy, and related fields - and others (e.g. educators) who share an interest in family counseling/therapy education, training, supervision, practice issues, as well as international counseling issues. The Institute welcomes spouses, family members, and travel companions for all cultural activities.
4. **I would like to present a program in Oxford, how do I go about submitting a proposal?** All Oxford Institute presentation submissions are “peer-reviewed” and selected by members of the Oxford Institute Program Committee. Program presentations must relate to some aspect of family counseling training, education, and practice – but we will also consider topics that relate to couple and family counseling supervision, school counseling, substance abuse treatment and recovery, working with special populations, ethics, and family issues relating to cultural diversity. The Institute strives to balance professional learning opportunities with cultural immersion experiences. As such, program presentation space is limited and program selection is competitive. 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.

To be considered for a presenter role, email the proposal submission form, along with other registration forms included in this packet to Dr. Irene Canfield at LPC8599@aol.com for review by the program selection committee. In the event a program is not practicable due to time constraints, etc. - we will attempt to combine program proposals that share a common theme, including panel presentations on critical issues. All presenters MUST register for the Institute and will be acknowledged in final program materials.

1. **What does the institute registration fee cover?** The cost of the IAMFC Oxford Institute includes seven nights of housing with daily breakfast, and access to all Institute programs and events, including sponsored day trips to central London and an English country village. The cost of airfare, ground transportation to Oxford, lunch and dinner, and incidental expenses are not included in the institute registration fee.
2. **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.
3. **I don’t want to be just a “tourist,” will I have a chance to meet and interact with people from England and other countries?** Absolutely! – British people (and Institute participants!) are very friendly and you will have ample opportunity to meet and interact with people who live in the UK, as well as participants from other countries. A number of long-standing friendships and professional relationships trace their origins to initial Oxford Institute events and gatherings.
4. **I have additional questions, who should I contact?** If you have any questions concerning the IAMFC Oxford Institute, travel to the UK, and/or suggestions for independent travel before or after the Institute dates, please contact any of the Oxford Institute Staff.

**TRAVEL INFORMATION**

**Before you Travel**

**Identification -** You will need a valid Passport to enter the United Kingdom and re-enter the United States or 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.

**Travel Safety** – Despite the periodic news reports, travel and study in the United Kingdom in general (and Oxford 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 in central London, 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. Additional information about international travel safety may be found at the US Department of State website <https://travel.state.gov.content/travel/en/traveladvisories>

**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 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 during your stay in the UK.**

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

**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 terminal 2 that provides direct coach (bus) service to the Oxford central coach station throughout the day on a more or less hourly basis. The cost is approximately 20 pounds (one-way) with discounts for seniors over age 60, students, and children. This is the quickest and most economical way to travel from Heathrow Airport.

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

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

**Dress –** Attire for all institute events is “business casual”. In the month of July, England usually has a mild climate. You should pack clothes appropriate to spring or early fall in the USA (sweaters, light jackets). However, in some years, the group has experienced "freak" hot spells in lower England with temperatures in the high 80s (or it can also get chilly.) England is also known for daily "light" rain showers. Comfortable walking shoes are essential. Clothing stores in all price ranges abound in Oxford, so you can buy what you need, should you find yourself wanting.

**Internet access –** All Institute registrant who are staying on campus will be provided with a personal internet “wifi” access code for use on the St. Hilda’s College campus.

**Laundry facilities** - There is access to washers and dryers at St. Hilda’s College for a modest fee. You will need a device such as a cell phone or tablet with wifi capability in order to operate the machines.

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

**Money** – ATM 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 $40 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** – Daily Breakfast is included in the Institute housing fee. Lunch and dinner may be purchased at a multitude of eating establishments throughout Oxford and within a short walking distance from St. Hilda’s College. Although we often eat in groups, the cost of meals is "on your own". Both London and Oxford offer great diversity regarding meal options, with prices starting at about $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 (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 may be found in Oxford and London.

**Field Trips -** In addition to workshops and presentations, the Institute schedule includes two sponsored day trips: to central London and to the rural English village of Harlestone.

**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.

**Traveling in London –** Travel from Oxford to London on Thursday, July 11th will be by private coach at no additional cost to participants. While many participants choose to walk or take a taxi to major sites, an “all day London pass” offers unlimited use of the London bus system and “Tube” (subway) system and may be purchased at any tube station in London.

**HOUSING** - **Early Arrival** **and/or Extended Stay Housing is NOT available** – The housing check-in date for the Oxford Institute is **Tuesday, 9 July 2019.** The “official” check-in time is **3:00 pm** – although rooms *may* be available earlier as prepared by the house keeping staff. However, we are unable to guarantee an early housing check in time. If you plan to arrive before Tuesday 9 July or extend your stay after Tuesday 16, July, please contact us and we will be glad to recommend local hotels and other accommodations in Oxford.

**Refund policy on unused lodging-** 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 $40 USD per day for food and incidental expenses during your time in the UK. Major credit cards are widely accepted throughout the country.

**Spouse and companion participation –** The Oxford Institute welcomes spouses and travel companions. Since our housing contract with St. Hilda’s College is on a “per person” (rather than “per room”) basis, the cost for a spouse or companion sharing a room with an Institute participant is 50% of 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.

**Accompanying Children** – a minor child may share a room or have an adjacent room with their parent(s). Due to our housing contract with St. Hilda’s College, each child over the age of two years, requiring a bed will occupy one participant slot. As such the fee for a child sharing a room with a parent is 50% of 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 events, field trips to London and Harlestone. However, children are typically not permitted in institute presentation sessions due to subject matter and topic content, unless prior arrangements have been made with the presenter and Institute Director. Please contact us to discuss your particular circumstances and needs.

**Enrollment Information** - At the end of this information packet is an enrollment application. To register for the 2019 IAMFC Oxford Institute, complete the enrollment application pages and return with full payment (minus any applicable discount and housing upgrade adjustments) to the indicated address.

**<REGISTRATION FORMS BELOW>**

**2019 OXFORD FAMILY COUNSELING 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)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your position or work title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Primary Work Setting\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Registration Type (please check as appropriate):**

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

 University and program of study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ **Professional** - (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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Form 2 (required)**

**Participant Agreement**

This agreement is entered into between the “Oxford Family Counseling Institute” - a sponsored program of the International Association of Marriage and Family Counselors (IAMFC) operated by “Counseling Associates International, LLC” - herein 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 make available nightly housing (shared, double occupancy, unless upgrade is confirmed) beginning no later than 3:00 PM on Tuesday, July 9, 2019, with check out and departure no later than Monday, July 16, 2019 at 10:00 AM.
2. **Travel** – The registration fee does not include international airfare, or in-country transportation costs to and from Oxford. Participant shall be responsible for the cost of all transportation, including train, taxi, bus, “the tube,” etc. in the United Kingdom.
3. **Medical Expenses –** Participant affirms adequate medical coverage while in the UK. 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” IAMFC, Counseling Associates International, LLC, Dr. Brian S. Canfield, and Oxford Institute employees, staff, 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, 2019; a full program fee refund will be provided, minus a $300 administrative fee (deposit amount). Due to housing and travel booking commitments, no program fee refund will be provided after May 1, 2019 - regardless of circumstance. However, in the event a participant is unable to attend the institute, a substitute is allowed, provided the substitute participant meets and agrees to all Institute participation requirements.
11. **Modification** – The Oxford Institute reserves the right to alter the travel itinerary and housing venue and other aspects of the program as circumstances may warrant.

I agree to the Participant Agreement terms as stated.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Oxford Institute Registrant name (parental signature, if minor child) Date

Form 3 (required)

**REGISTRATION FEE WORKSHEET**

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

Please calculate the appropriate registration fee, applicable housing upgrade, any applicable discounts:

**Option 1**

|  |  |  |
| --- | --- | --- |
| **Registration Option 1A** Twin Room with shared community bath (private shower and toilet stalls) | Two beds, two people only | **$1,600****Basic registration** |
| **Registration Option 1B**Single Room with shared community bath (private shower and toilet stalls) | One bed, one person only | **+$400 supplement** |
| **Registration Option 1C**Twin Room with private ensuite bath. | Two beds, two people only | **+$400 supplement per person** |
| **Registration Option 1D**Single Room with private ensuite bath.  | One bed, one person only | **+$800 supplement** |
| **“Early Registration” Discount** | For registrations paid in full by December 31, 2018. | **10% discount** |
| **“Returning Participant” Discount** | For registrants who have previously participated in an IAMFC program in the UK | **10% discount** |
|  | **TOTAL** |  |

**Option 2**

|  |  |  |
| --- | --- | --- |
| **Registration Option 2** Academic program and cultural events (no housing) | This option is for individuals who wish to arrange their own off-site accommodations | **$895** |
|  | **TOTAL** |  |

**Option 3**

|  |  |  |
| --- | --- | --- |
| **Registration Option 3**Academic program only (no housing or cultural events) | This option is for UK residents only. | **$400 (330 Pounds Sterling)**  |
|  | **TOTAL** |  |

**Oxford and Scotland Dual Registration Total**

**(Please submit all registration documents for both programs).**

|  |  |
| --- | --- |
| **Oxford Institute Registration (sub-total)** |  |
| **Scotland Institute Registration (sub-total)** |  |
| **Dual Program Registration Total** |  |

Form 4 (optional)

**Credit Card Payment Authorization Agreement**

2019 Oxford Family Counseling Institute

July 9 – 16, 2019

St. Hilda’s College, Oxford University

**Name** (institute participant): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Although registration fee payment by check (bank or personal) is preferred, the Oxford Family Counseling Institute is able to accept credit card payment for registration fees. Credit Card payments are remitted through a designated “Square Account” and transferred to the Oxford Institute Bank Account. A follow-up email receipt will be emailed upon successful completion of a credit card payment transaction. **Please note that a 5% credit card transaction fee will be added to all credit card payments.**

Please return this authorization agreement, with your registration documents, (or send separately as an email file attachment to DrBSC@aol.com) Information must be complete and legible. All major credit cards are accepted. However, due to banking regulations in various countries, we are only able to guarantee acceptance of credit cards with a billing address in the USA. If you have any questions, please email us at DrBSC@aol.com Thank You!

Name on Credit Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

16-digit Credit Card number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CVV code: \_\_\_\_\_\_\_\_\_\_\_

Billing Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Your signature below will be considered the “signature on file” authorizing payment as noted on the participant registration form (plus 5%)

Amount of authorized credit card payment (plus 5%). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form 5 - Presenter Proposal Form (optional)

**2019 Oxford Family Counseling Institute**

**Presenter Application Instructions**

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

**To submit a proposal:**

Send an email cover letter and file attachment (MS Word only) – containing:

1. A one-page summary of the proposed presentation
2. Preferred session format:
	1. Poster session
	2. 60 or 75 minute presentation
3. Presentation focus (e.g., research, education, training, clinical, ethics, etc.)
4. Target audience (e.g., student, new professionals, all audiences, etc.)
5. Presentation title and a 2-3 sentence description for inclusion in program materials,
6. Name(s), contact information, and curriculum vitae for each presenter. Please indicate the name of the “lead presenter,” if there are multiple presenters. (Please note that all list presenters must register for the Institute.)
7. Brief biography of presenter(s)

All other program presentation proposals should be sent as an MS Word file attachment to Dr. Brian Canfield at bcanfield@fau.edu

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.

Please indicate if you are interested in submitting a manuscript of your presentation for publication consideration in the peer-reviewed online journal: ***Proceedings of the Oxford Family Counseling Institute***

**2019 Oxford Family Counseling Institute**

**Registration Check list**

**Please return the following items:**

1. **\_\_\_\_\_\_Oxford Institute Registration Form** (required)
2. **\_\_\_\_\_\_ Participant Contract** (required)
3. **\_\_\_\_\_\_ Passport cover page – scan or photocopy**
4. **\_\_\_\_\_\_ Oxford Registration Fee Worksheet** (required)
5. \_\_\_\_\_\_ **Presentation Proposal** (optional)
6. **\_\_\_\_\_\_ Credit Card Payment Authorization Form**

(required - if paying by credit card)

**Please return the above forms, along with payment to “Counseling Associates International, LLC", (or Credit Card authorization) to:**

**Oxford Family Counseling Institute**

**c/o Dr. Irene LeBlanc Canfield**

**1915 SW 9th 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.***