



MAINE COUNSELING ASSOCIATION

A State Branch of the American Counseling Association

Guidelines for Submitting a Call to Program

1. Please provide, name, address, and relevant phone/email contact info
2. You will need a title and description of your session
3. We will need a copy of your resume or CV for uploading. Your resume **MUST** include your educational degree and field of study. **Please have that form in .pdf format labelled Last Name, First Name Resume or CV (ex. O'Reilly, Kevin Resume)**. This really helps to keep things well-organized.
4. Please upload a document stating learning objectives for the session. This is usually a 2-3 sentence document (ex. Participants will learn
5. Please note whether you will be using a PowerPoint/Google Slide/some other multimedia presentation. A reminder that you are responsible for all AV equipment for your presentation (Laptops, thumbdrives, projectors, speakers, etc.). We will provide a screen for your presentation.

MeCA's preference is to have participants fill out the online Call to Programs form. Please go here to start: <https://forms.gle/FPxMC13Er9mBgcTN6>

Thank you for being willing to submit your Call to Program!