



📍 Llançà 56, 5^o1^a
08015 Barcelona
España
☎ +34/ 93 226 08 11
📠 +34/ 93 226 91 46
@ iiba.spain@bioenergeticanalysis.com

PDW Organizational Steps

The PDW rotates continents in the same manner as the IIBA Conference. The original intent was for the PDW to be held every year, however, we have now gone to every other year opposite the IIBA Conference.

2010: North America (held at Mount Madonna in CA)

2012: South America (held in Brazil, NE)

2014: Europe (held in Basque country, Spain)

2016: North America (to be determined probably east coast)

Steps:

1. **Determine region PDW** to be held. The TC Chair, or another TC member, decided among the TC, takes care of searching a local society or person who would be willing to host the PDW. That person or Society works then in collaboration with the TC Chair or Delegate about all points mentioned in Point 2. We encourage a society to embrace the PDW and be actively involved in the leadership and many details involved.
2. **Search for and select a location.** This should be secured at least 1 year in advance of the date of the PDW. The PDW has traditionally been in one of the months August-October. Things to consider regarding location:
 - a. cost is a primary consideration,
 - b. ease of getting to the location,
 - c. able to accommodate enough people (maximum around 30) with rooms plus three (3) breakout rooms with one room being large enough for the entire group to meet.
 - d. privacy for Bioenergetic work to be done and agreement with the facility that they are ok with noise. Training faculty must have their own rooms unless other arrangements are agreed upon ie. room sharing.
 - e. all meals must be included.
 - f. facility must be available on a date where there is no conflict with other significant Bioenergetic events.
 - g. PDW usually begins on a Friday afternoon and goes until Wed. noon. It could also begin on a Tuesday and end on a Sunday if determined by the TC.
 - h. must have clear information about deposits and cancellation policies of location.
3. **Once a location is found** the TC approves said location as appropriate.

4. With the information from the location, make up a **preliminary budget** and submit to the BoT for approval. **This workshop must be self-sustaining.** There is a 3 tier fee: Group 1 being the least expensive, Group 2 next and Group 3 most expensive. Use previous budgets as a guideline for determining group fees and use location fees to determine food and lodging fees. TC determines **the theme for the PDW with approval by BoT.** Discussion with Faculty and Selection Committee for suggested themes may be helpful.
5. Teaching Chair sends out **application form to IIBA faculty** with a deadline for return. This application form explains the theme, dates, pay schedule. TC reviews IIBA faculty who submit form with desire to be PDW faculty. **TC selects 3 faculty** taking into account: one faculty for the PDW must be from the Selection committee (if no one from Selection Committee is available someone must be selected to represent the SC), preferably one faculty from each region, and a mix of male and female faculty. As a practice the TC in the past has had a **4th IIBA faculty member on "standby"** in case there is registration for the PDW that requires 4 faculty staff. Additional considerations when selecting PDW faculty is the airline ticket price, people who are able to structure the work, give appropriate feedback and evaluations to the attendees, and write good reports for the Selection Committee. **The TC writes the description** of the theme and creates the flyer. Information from the location is included with the registration fees. **Flyer is sent to IIBA Administrator** to be sent out to membership. This notice is sent out repeatedly prior to the PDW.

Suggestion: The email must be sent out several times, and the information being sent to Societies Presidents and/or local Trainers in order for them to be in the loop, participate and stimulate students in their 4th or 5th year and colleagues of their societies.

6. **Chair of TC writes a notice for the IIBA Newsletter** about the PDW to be included in the newsletter.
7. **Chair of TC sends IIBA Administrator** the necessary information for the PDW announcement and registration to be put on the IIBA website. Collaboration must function from the very beginning with the IIBA Administrator and Webmaster.
8. **Chair of TC writes an email to the IIBA faculty** encouraging them to send people from their area to the PDW. An additional email is sent to Regional and/or local society Presidents, in their languages.
9. **The Selection Committee** notifies those applicants for IIBA faculty of their need to attend the PDW as part of the requirements for IIBA faculty. Chair of the Selection Committee is informed of the place, theme, price and Faculty decided as soon as that is decided, in order to be able to communicate concrete items with the IIBA faculty applicants. **Note:** The Selection Committee must monitor the number of IIBA applicants. This number must be limited and be on a "first register" basis. Some people who register for group 3 may have to be included in group 2 due to the fact that group 3 must be a limited size because of the additional presentation requirements of IIBA applicants.
10. **Chair of TC** (or member of the TC who is from the region where the PDW is being held) **maintains contact with the IIBA Administrator** regarding the number of people who have registered.

- 11. Chair of TC oversees budget and number of registrations** as date of PDW approaches. This responsibility is shared with the hosting society responsible, the IIBA Administrator, as a functioning team. This is usually an anxiety producing process because one must be aware of the numbers needed for the PDW to cover its cost based on the group the applicants are in, the division of people for each group, costs of faculty airfare, etc. As the date approaches, TC determines if the PDW can pay for itself, if not Chair of Teaching contacts the BoT to determine if the funds to cover the PDW can be assigned and we proceed or if it should be cancelled and/or if the 4th faculty member will be necessary and affordable.
- 12. PDW and TC creates the schedule for PDW.** TC sends a schedule template to the PDW Faculty and then the PDW Faculty creates the schedule.
- 13. Translation:** Especially when the PDW is in Europe or Brazil, translation must be included in the budget, even if local societies able to try to help with a bilingual student or professional. Language must no longer be an obstacle.
- 14. Payment to PDW faculty:** Currently the PDW staff is paid \$550 per day in US dollars. A discussion is requested that the staff be paid in their own currency.

DLG 3/10/15 revised

DLG 6/21/15 revised with MD and VdC additions.

DLG 7/5/15 revised with additional MD comments.