



CREATING CONNECTIONS

ICF Midwest Region Coaches Conference

“Creating Connections in The City of Bridges” **Pittsburgh, Pennsylvania** **June 21-23, 2018**

Request for Presentation Guidelines

We are delighted you are planning to submit a proposal to present at the 2018 Midwest Regional ICF Conference. We appreciate and respect your time and expertise. We come together to learn from and to support each other as coaches and or professionals affiliated with the coaching profession.

Key Considerations:

- Breakout presenters will be compensated by receiving a free conference registration. We do ask you to pay your own expenses.*
- While your breakout session will demonstrate your expertise, we ask that you refrain from any overt marketing. Overt marketing and salesmanship detract from learning and building relationships.*
- If you are new to presenting and want assistance with the required simple/short video of you, please contact us!*
- When you provide information, the conference team commits to showcasing you as a presenter prior to the event, and at the event through social media, our program guide and key announcements/signage at the conference.*
- If you desire, your topic and contact information will be shared with other Chapter leaders in our region to consider for local programming.*

Thank you for agreeing to these expectations. Your willingness to present is a gift to the coaching community, and we are grateful.

Conference Audience:

- Over 350 professional coaches are expected to attend this conference. A broad range of coaches will be present, from beginner to highly experienced, “master” coaches.
- Attendees will be national and international, English-speaking and some multi-lingual.
- Feedback from prior conferences reveal that attendees appreciate useful (able to apply tomorrow) interactive sessions, with hands-on exercises.

Conference Tracks (topic themes):

Client Connections- Proposals in this track will examine best practices and innovative ways to make strong connections with our clients to encourage, initiate and support clients and create lasting transformation. Topics may also include how to transition and/or exit a connection effectively. Proposals can address relationship building, coaching tools, methodologies, assessments, etc.

Science Connections- Proposals in this track will explore the intersection of ideas, research and resources contributing to coaching (such as positive psychology, social and emotional intelligence, behavioral science, neuroscience) and the application of the latest research findings in these areas to coaching, as well as the unique synergies created when coaching meets other disciplines (such as art, drama, music or sports).

Business Connections -Proposals in this track will explore both practical and creative solutions to the challenges coaches face in building and growing sustainable businesses, explore the intersection of coaches as entrepreneurs, and/or as internal coaches, and highlight different requirements and practices of each.

Community Connections - Proposals in this track will highlight the intersection of coaching across allied professions and disciplines, plus explore the new and creative ways in which coaching is being used in a variety of professional settings. Proposals may also address how coaches can influence social change as leaders and change agents in the their communities, whether local, regional, national or international.

General Requirements, Advice & Information:

- Some speakers may be chosen outside the RFP process. Invitations may be extended at the Program Committee's discretion to ensure quality, expertise and diversity of programming.
- Demonstrate how your presentation will assist coaches in their understanding of coaching and how it applies to the ICF Core Competencies ([ICF Core Competencies](#)), our conference theme and at least one of the program tracks.
- Design an innovative, creative and compelling presentation that fully engages the audience. Provide specifics and examples of how the audience will be engaged; and ensure learning.
- Use a short, compelling title that accurately describes the content of your session and attracts attendees. (Another good format for an effective presentation title is a short attention grabber followed by a longer line that highlights the intended outcome of the presentation.)
- Clearly demonstrate a balance between content and audience participation. Sessions should be experiential to the extent possible
- Designate whether your session is best designed for new, or advanced coaches or both.
- Present a concise proposal that clearly demonstrates the purpose of the proposed program. Make sure to include specific deliverables and not a broad overview.

- Submit a link to a brief video demonstration of your speaking abilities (which does not need to be professionally done)

Session Details: Maximum Number of Presenters per Session: Three (3).

- Length: Sessions will be either 20 (TEDx like), 45 or 90 minutes in length. The length of the session can be extended based on the content of the presentation and the format of the overall conference agenda. The Program Committee will work with speakers individually on the details of each session.
- Room Capacity: Rooms will accommodate: approximately 50 - 100 people
- Audiovisual Equipment provided:
 - 1 microphone for participants
 - 1 wireless lapel microphone for presenter
 - Flip chart with markers
 - LCD projector
 - Screen
 - Any additional equipment requests are subject to approval of the ICF Midwest Coaches Conference Steering Committee and are not guaranteed.
 - Presenters must provide their own laptops and cables.
- Handouts: ICF Midwest Regional Conference does not reproduce handouts for distribution on-site. However, links to presenter handouts will be posted on the conference website for attendees to download (handouts will be hosted on presenter's websites). Presenters may provide hard copies at their own expense.

Eligibility Requirements:

- ICF Members in good standing and non-members are eligible to submit proposals.
- Members of the 2018 ICF Midwest Region Coaches Conference Steering team and Program Committee are not eligible to present in 2018, though members of other Conference Committees and conference volunteers are welcome to submit proposals.
- The RFP process is for educational breakout sessions only. Keynote speakers will be chosen through a separate process.

Submission Deadline:

12:00 midnight eastern time (New York) on Friday, December 15, 2017.

- There are no fees required to submit a proposal.
- Early submissions may be given priority consideration.

Selection Process:

- Proposals will be reviewed by the Program Committee, and a volunteer team of ICF member Midwest coaches.
- You may get a call from one of the Program Committee members to discuss your proposal or be asked to participate in an interview with the committee.
- Evaluation criteria that will be considered:
 - Relevance of the program to the needs of the coaching profession
 - Innovative and experiential nature of the subject matter and session content;
 - Quality of the information provided;
 - Perceived Value the session brings to coaching professionals;
 - Experience and credentials of the presenter(s);

- Presentation skills;
- Relationship to the conference theme and program tracks
- Eligibility for ICF CCE Units, especially Core Competency CCE Units.
- Additional weight will be given to presenters who are ICF-Credentialed coaches.

The Program Committee will notify all applicants of their selection status by January 15, 2018.

Application and Steps to Submitting a Proposal:

STEP 1: Read this RFP guidelines document in full. Contact programs@icf-midwest.com if you have any questions.

STEP 2: Complete the electronic form via our website [here](#). When complete, click “Submit Application”.

STEP 3: Once your application is submitted you will receive a confirmation email.

Thank you in advance for considering submitting an educational breakout session proposal for the ICF Midwest Region Coaches Conference. If you have any questions, email programs@icf-midwest.com.