



Cleveland  
Charter Chapter

## ICF Cleveland Presentation Proposal

**Proposals due September 12th by 11:59 PM EST**

We at ICF Cleveland appreciate your interest in presenting to our coaching community. ICF Cleveland seeks highly engaging, interactive programs that improve proficiency with coaching skills, business development, and/or networking. To submit your proposal complete and return your presentation proposal by September 12th, 2016.

INSTRUCTIONS: Download this fillable pdf, complete the form, and save it to your computer. Attach the completed form and a headshot (.jpg) and other relevant photos and email to [maurerj@sbcglobal.net](mailto:maurerj@sbcglobal.net).

### Personal Information

Name & Title:

Company:

Company Address

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Country

E-mail Address:

Work Phone:

-Area Code

Phone Number

Cell Phone:

-Area Code

Phone Number

ICF Global Member?

Yes

No

ICF Cleveland Member?

Yes

No

Other Memberships of Interest:

ICF Global Credential?

MCC

PCC

ACC

Other Credentials of Interest:

# Presentation Topic Summary

Presentation Title:

Preferred Presentation Types

In-Person  Webinar  Tele-Conference

Description of the overall learning objective of your presentation.

Short Session Description (200 words or less): This will be used on the ICF Cleveland website to market the session and drive attendance to your session –create a compelling description for our coaches that is indicative of the topic and content of the presentation.

List 3-5 clearly stated learning objectives that answer the following: 1. What will participants learn or be able to do differently as a result of this session? 2. As a result of this session, what new tools/techniques, knowledge/theory, or new resource/information will participants receive?

# Logistics

Equipment requirements for your program:

- Projector
- Screen
- Laptop Computer
- Wireless lapel mic
- Wireless "Madonna" mic
- Handheld mic
- White Erase Board with Markers (fyi - if using PPT, 90% of the white board will be behind the screen)

Audience seating requirements

--

# CCEU Information

ICF Global Continuing Coach Education Units (CCEUs) recommended for your session (must total 100%)

Core Competency %

Resource Development %

ICF Global Core Competencies this session addresses (check ALL that apply)

- Meeting Ethical Guidelines & Professional Standards
- Establishing the Coaching Agreement
- Establishing Trust & Intimacy with the Client
- Coaching Presence
- Active Listening
- Powerful Questioning
- Direct Communication
- Creating Awareness
- Designing Actions
- Planning & Goal Setting
- Managing Progress & Accountability

## Presenter Background Information

(For those who have not presented to ICF CLE before) Please provide a brief description of your experience as a coach, facilitator or presenter.

--

(For those who have not presented to ICF CLE before) Contact information of three (3) persons/groups who have heard you present including date and topic.

--

Please include a biography of 100 words or less:

--

Thank you for your interest in presenting at ICF Cleveland. We appreciate your time and your submission. Notification will be made by October 1 of the current year.