

Speaker Submission Guidelines

WHO WE ARE:

ICF Sacramento is a charter chapter of the International Coach Federation and a not-for-profit, professional organization of trained personal, business, corporate and specialized coaches from the greater Sacramento area, and surrounding counties (Placer, El Dorado, Shasta, Nevada, Yuba, Amador, Solano, Napa and Stanislaus Counties). In harmony with the purpose, mission, and integrity of the **International Coach Federation**, we exist to foster an environment that engages, supports and challenges coaches to embody the pinnacle of professional coaching.

We achieve our mission by:

- Maintaining the International Coaching Federation’s highest standards of ethics and integrity
- Educating the public about the benefits of coaching and working with ICF Credentialed Coaches
- Differentiating “ICF Credentialed Coaches” and Coaches pursuing an ICF credential from “Other Professionals” that practice coaching in their business/roles
 - The “Other Professionals” must specify their coaching credentials
 - The title of “Coach” may only be used by individuals that have a minimum of 60 hours of ICF accredited coach training
- Providing resources for ongoing education and development for our coaches
- Creating opportunities for the public to engage with professional ICF trained coaches

All ICF Sacramento Members are committed to abide by the **Code of Ethics of the International Coach Federation¹**, the leading global organization dedicated to advancing the coaching profession by setting high standards, providing independent certification, and building a worldwide network of credentialed coaches.

SPEAKING OPPORTUNITIES FOR OUR IDEAL SPEAKERS:

In Person Monthly Chapter General Meetings in Sacramento: As a service to our members and those interested in the profession of coaching, our monthly general meetings include a professional development portion, no longer than 60 minutes in length, including a question and answer period. We are looking for dynamic, relevant speakers who can hold our audience’s attention while sharing useful and thought-provoking information. As coaches, we prefer a participatory, interactive presentation, rather than a formal lecture. Presentation topics must be of interest to professional coaches, coaches in training and those interested in the coaching profession or hiring a coach (e.g., strategic partners such as human resources professionals, leadership professionals, training professionals, etc.). Presentations must be focused on personal

development of skills and tools directly applicable to coaches, business development and marketing for coaches or [ICF core competencies](#).² Preference will be given to speakers who can meet the requirements of ICF for Coach Continuing Education Units (CCEU³). (see Attachment)

General Meetings are held the second Tuesday of each month, alternating between mid-day (11:30 a.m. to 1:15 p.m.) and evening meetings (6:30 to 8:15 p.m.).

In Person Meetings in Placer, El Dorado, Shasta, Nevada, Yuba, Amador, Solano, Napa and Stanislaus Counties: Occasionally, ICF Sacramento may sponsor and promote meetings to accommodate our members who reside outside of Sacramento. If you are inspired to present in any of the above counties and have an inspiring and relevant topic, you are invited to complete this application process.

Virtual Presentations: We sometimes offer virtual presentations to our members to assist in their professional development. If you are skilled at virtual presentations (audio or webinar), and have a coach specific topic, please complete the applicable portion of application below. Your audio or webinar, if approved, will be listed on the ICF Sacramento website and website calendar.

Speaker Policies and Rules

- No sales promotions or sales pitches during presentation. You will be allowed 5 minutes at the conclusion of your presentation to tell the audience what you do and share information on your products and services. You may also display your products and service offerings on the table in back of the room and make sales after the end of the meeting.
- Handouts are permitted, including information about your services/products and contact information. You are responsible for providing your own handouts. Please contact the Professional Development Director to determine RSVPs for your presentation.
- ICF Sacramento does not pay a presenters fee, but a complimentary small gift will be provided, along with our sincere thanks.
- ICF Sacramento member contact information will not be shared with speakers. However, the [ICF Sacramento website](#) does list names and information about our professional coach members.
- **Speakers may not use the title -Coach- for themselves unless they have received a minimum of 60 hours of ICF-approved coach training.**
- Speakers are required to submit a bio, photo (jpeg) and description of their presentation, thirty (30) days prior to the presentation. This information will be posted on the ICF Sacramento website and ICF Sacramento MeetUp site to promote the presentation. Information shall be sent to the Professional Development Director.

[ICF CORE COMPETENCIES](#)
[CCE Information](#) – also see Attachment

- Speakers must comply with [ICF Code of Ethics](#)

What's In It For You?

- Visibility and exposure to ICF Sacramento membership and community
- Information about you and your presentation on the ICF Sacramento website running the month prior to and up to your presentation.
- Opportunity to purchase and place your ad on ICF Sacramento website promoting you and your business at discounted price (\$25 vs. \$50) for one month
- Opportunity to set up and sell your products/service offerings at the back of the room after the meeting.

Still Interested? Here's how to apply:

1. If you have not already done so, review the Speaker Guidelines above, including review of the ICF Definition of Coaching [The ICF defines coaching as partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential], ICF Core Competencies and ICF Code of Ethics, CCEU (see Attachment).
2. Determine how your presentation (your topic, skills and abilities) can best address the professional development needs of our members, while meeting ICF CCEU requirements & Code of Ethics. We suggest that you review the ICF Sacramento Website - Events Page to avoid duplicating programs that have been presented in the past year.
3. Complete the [Speaker Application form](#).
4. The Professional Development Director will acknowledge receipt of your Speaker Application within 5 business days. We will contact you within 30 days of receipt of your Application to accept, decline or postpone your proposal. ICF Sacramento will select speakers based on the needs of our members, our annual program content and individual merits of the speaker and presentation topic.

Questions? Email us at mail@icfsacramento.org

ICF Sacramento is the premier source for professional coaches in Sacramento, Placer, El Dorado, Shasta, Nevada, Yuba, Amador, Solano, Napa and Stanislaus Counties. Visit us at:
www.icfsacramento.org

Attachment: What type of CCEUs are you offering?

ICF Sacramento CCEU type guidelines for speakers

Member coaches applying for, or renewing a credential, primarily benefit from Coach Specific Training. The type of credit recognized for the program is important to ICF member coaches.

Thus, programs that include this focus will be given priority in the selection process.

If your presentation content can be shown to relate to the ICF Core Competencies, in whole or in part, it will be most helpful to the audience of participants. In preparing your application, please indicate which ICF Core Competencies your program will address and how you will tailor your presentation to have a coach specific training focus.

ICF Global CCEU type definition & examples

Continuing Coach Education (CCE) units are earned upon completing Continuing Coach Education. CCE units are awarded in two categories: Core Competencies and Resource Development.

- **Core Competencies:** Advanced coach training that directly relates to or expands upon the ICF Core Competencies.
- **Resource Development*:** Training in skills that contribute to the professional development of a coach (e.g. personal development, coaching assessments or tools, business building, or other material that falls outside of the ICF Core Competencies.)

Source:

<http://coachfederation.org/program/landing.cfm?ItemNumber=2149&navItemNumber=3355>

Education in skills that may be useful to a coach is considered Resource Development; education in using those skills as a coach is considered Core Competencies. Examples:

Resource Development	Core Competencies
<ul style="list-style-type: none">• Learning a personality assessment• Discovering your path• Building your business• How to apply for an ICF credential• Public speaking• Differences in cultures/generations	<ul style="list-style-type: none">• Using assessments in coaching• Helping your clients discover their paths• Helping your clients build their businesses• Coaching for the Portfolio exam• Communication with clients• Coaching different cultures/generations

ICF Core Competencies

Source: <http://coachfederation.org/credential/landing.cfm?ItemNumber=2206>