



Re-Imagining Coach Education: Exploring Diversity, Equity & Inclusion

Guidelines and RFP for Conference Presentation Proposals

**Submit an “[Intention to Submit Proposal](#)” form by Friday, December 20, 2019
Submission Deadline for Final Proposals is Friday, January 24, 2020**

The 2020 Conference is intended to provide a creative environment where we can "re-imagine", enhance and honor coach education, incorporating the principles of diversity, equity, inclusion and belonging in our work.

All topics relevant to Re-Imagining Coach Education are welcome!

10 Reasons to Present at the ACTO 2020 Conference

1. Presenting at the Association of Coach Training Organizations (ACTO) Annual Conference is an opportunity to share your knowledge, skill and passion about coach education with over 100 participants while supporting and advancing the profession of coaching and coach education.
2. You will be part of the ACTO Spirit and Culture, which is devoted to being a strong and committed community of coach educators who are dedicated to advancing the art, science and practice of coaching and promoting the ACTO Stand for Diversity, Equity, Inclusion and Belonging.
3. There will be an audience of leaders and influencers in the coach education industry including owners, administrators and faculty members who can share your message with students.
4. Your conference entry fee will be waived, which includes all included conference meals, events and presentations (\$725-\$1025 value).
5. Your presentation will have a wide international reach as our participants come from around the world.
6. You will increase your personal and professional networks.
7. Opportunities to present at one of our ACTO Conference Forums in early Spring 2020, describing your presentation and giving a “taste” of what you will be offering at the conference while increasing your visibility.
8. As an added benefit, one shared presenter’s table will be made available, at no charge, for the display of presenters’ select publications, promotional items and business cards.
9. Accepted presenters will be eligible to apply for a limited number of transportation grants. These grants (in the form of reimbursement) are intended to supplement the cost of transportation (reasonable and customary) to the conference.
10. The conference will be held in beautiful Old Town, Alexandria, VA, 20 minutes from Washington, DC and all the historic, cultural and culinary delights of the region.

Presenter Eligibility Requirements

- ACTO Members and non-members are eligible.
- Speakers are asked to incorporate the ideals of ACTO’s Stand for Diversity, Equity, Inclusion and Belonging in Coach Training in the proposal and workshop.

- Speakers who presented at the ACTO Annual Conference in 2019 are eligible to submit proposals on an expanded or different topic, in alignment with the 2020 Conference theme.
- Presentation material must be eligible to be approved for ICF CCE Units; particularly in the ICF Core Competencies or Ethics categories.
- No fees are required to submit a proposal.
- Only **one** proposal per person(s) will be accepted.

General Requirements, Guidelines and Information

ACTO is interested in the expansion and learning of our community, and learning together. We are seeking proposals that:

1. Integrate aspects of the theme into specific practices
2. Find an aspect of the theme that can shift our view of coaching

If you would like clarification or support on how to frame your topic through the lens of diversity, equity, inclusion or belonging, we can offer you coaching or support in this area. *

Criteria

The selection Committee will be looking for creative and innovation presentations that address at least one area of coach education, including but not limited to:

- re-imagining the future of coach education from an evolved world view – as it impacts marketing, curriculum, faculty, students, etc.
- the new ICF Core Competencies and ICF Code of Ethics
- self-awareness / self-work
- responsibility on the global level
- intersectionality
- Innovation and disruption in coach education
- technology
- teaching and learning
- Are reflective of our Conference theme, ***Re-Imagining Coach Education: Exploring Diversity, Equity & Inclusion***, and the [ACTO Stand on Diversity, Equity, Inclusion and Belonging](#).
- Are workshop-style sessions that incorporate experiential work for attendees, and provide an experience, ideas or material that will support attendees in their own program or school, staff, faculty, students, curriculum, policies, or other areas.
- Support attendees to explore and enhance their learning within the realm of diversity, equity, inclusion and belonging, at the personal, interpersonal, organizational and/or systemic levels in various topics.
- Demonstrate how your presentation will assist coach educators and trainers in their understanding of coaching and how it applies to our conference theme and the ACTO Stand.
- Design and deliver content to meet the needs of coaching educators and trainers as well as coaching leaders
- Design an innovative, creative and compelling interactive workshop that fully engages this professional audience of seasoned and newer coach leaders, educators and trainers. Provide specific examples of how the audience will be engaged, such as small group discussions on your core topic, exercises to embed the concepts presented, reflection and sharing opportunities.
- Use a short, compelling title that accurately describes the content of your session.

- Clearly demonstrate a balance between content and audience participation. Sessions should be experiential to the greatest extent possible.
- Present a concise proposal that clearly demonstrates the purpose of the proposed program. Make sure to include specific deliverables and not just a broad overview.
- Please note: the ACTO Annual Conference is not a sales or marketing opportunity for your company or yourself during your presentation.
- Before submitting, make sure your proposal is clear and succinct. Also:
 - Proofread for accuracy
 - Complete all requested information
 - Send all attachments
 - Follow submission guidelines
 - Please submit a video demonstrating the presentation skills of the presenter (preferred) or request an interview with a Committee member. The Committee may also request an interview with you prior to the final selection process. In addition, please submit the contact information: name, email address and phone number of someone that has seen you present.
- **Incomplete applications WILL NOT be considered.**
- Accepted presenters will each be provided with a Conference Ambassador (a member of the Conference Committee), to answer any questions, provide support before and during the Conference, and to work with you to hone your presentation in any way needed.
- Selections may be made by the ACTO Conference Committee's discretion to ensure quality, expertise and diversity of speakers and programming.
- **By submitting an application, you are indicating your availability and willingness to present in Alexandria, VA on June 8-10, 2020.** You are also giving your permission to be placed on our conference mailing list (you may unsubscribe at any time).

Session Length, Equipment, Presentations, Handouts

- Maximum Number of Presenters per Session: One (1) preferred. We will accept up to three (3). Note that the benefit of one Conference entry fee is to be shared among presenters.
- Length: 90 minutes
- Room Capacity: Rooms will accommodate approximately 150 people.
- Room Set-Up: Chairs will be set around tables. Chairs may be rearranged for your presentation, but **MUST** be returned to their original configuration by the end of your presentation.
- Audiovisual Equipment provided:
 - 1 microphone for participants; 1 wireless lapel microphone for presenter
 - Flip chart with markers
 - LCD projector & Screen
 - Laptop & cords
 - Any additional equipment requests are subject to approval by the ACTO Conference Committee and are **not** guaranteed.
- Handouts: The ACTO Annual 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. Presenters may provide hard copies at their **own** expense.

Peer Evaluation

- The ACTO Conference Committee, a diverse volunteer team of ACTO member coaches, will review the proposals.
- You may get a call from one of the ACTO Conference Committee members to discuss your proposal or be asked to participate in an interview with the committee.
- Evaluation criteria that will be considered:
 - Quality of the information provided
 - Experience and credentials of the presenter(s)
 - Presentation skills
 - Innovative and experiential nature of the subject matter and session content
 - Relevance and value to coach educators, trainers and the coaching profession
 - Relationship to the conference theme
 - Eligibility for ICF CCE Units, especially Core Competency CCE Units
- The Program Committee will notify all applicants of their selection status by March 2, 2020

Definitions*

- The term **diversity** between people can be understood as: the presence of difference. This can refer to people of various races, genders, gender identity, socioeconomic status, sexual orientation, religions, ethnicity, or national origins, mental or physical abilities, and more. When applied to an organization, defining diversity should include cognitive diversity (diversity of ideas) and cultural diversity.
- At the core of **inclusion** is diversity. Inclusion means that people with marginalized identities feel as if they: genuinely **belong**, are valued and relied upon, empowered and ultimately matter. Like diversity, inclusion is an outcome and often an actual experience, one that holds real potential or implications.
- **Equity** is the result of norms, fundamentals, and/or policies that ensure everyone access to the same opportunities. Equity requires preliminary work to identify imbalances, loopholes, or unequal starting places.
- **Intersectionality** refers to the interconnected nature of social categorizations such as race, class, and gender as they apply to a given individual or group, regarded as creating overlapping and interdependent systems of discrimination or privilege.

Steps to Submitting a Proposal

STEP 1: Read the information above in full.

STEP 2: Complete the online “Intention to Submit Proposal” form at this link [INTENTION TO SUBMIT PROPOSAL](#) as soon as possible. **(By December 20, 2019 at the latest).**

STEP 3: Complete the Presentation Proposal Details below.

STEP 4: Save your completed form and e-mail it, along with a high-quality JPEG photo and a video of the presenter demonstrating their presentation skills or request interviews with the Conference Committee, and the contact information (name, phone number and email address) of a person that has seen you and any co-presenters speak or present **to Laura Larone, ACTO Virtual Assistant: laura@actoonline.org by January 24, 2020.**

Presentation Proposal Details
Submission Deadline for Final Proposals is Friday, January 24, 2020

1. PRESENTER INFORMATION

NAME:

EMAIL:

PHONE:

ADDRESS:

ACTO MEMBER: Yes ☐ No ☐

ICF/EMCC OR OTHER COACHING CREDENTIAL:

NAME OF SCHOOL(S) WHERE YOU RECEIVED COACH SPECIFIC TRAINING: (IF APPLICABLE):

URL / LINKS TO WEBSITES WHERE YOUR WORK IS DESCRIBED:

☐ I WILL PAY A CONFERENCE ENTRY FEE OF \$. PLEASE LIST ME AS A SPONSOR.

☐ PLEASE SEND ME THE APPLICATION FOR A TRANSPORTATION GRANT TO ATTEND THE CONFERENCE.

2. PRESENTER EDUCATION & EXPERIENCE: Indicate overall education and/or professional, teaching or training experience.

3. BRIEF BIOGRAPHY OF PRESENTER: (no more than 120 words). This will be used with the short description to promote speaker(s) on the conference website and in the program. One URL for each speaker's primary website may be included. Please use word count.

4. CULTURAL BIOGRAPHY OF PRESENTER: (no more than 120 words). In the spirit of the conference theme, this is an opportunity for presenters to introduce themselves with a Cultural Bio (see samples at the end of the document). Presenters are invited to share any elements of their cultural identity they wish that are important or meaningful to them personally. It's an opportunity for attendees to know you in a different way. They may also wish to introduce themselves this way live at the Conference. This Cultural Bio will be used with the short description to promote speaker(s) on the conference website and in the program.

PRESENTATION INFORMATION

SESSION TITLE (short, compelling, accurately describes your session):

Have you previously presented on the proposed topic? Yes ☐ No ☐

SOUND LEVEL OF SESSION:

- ☐ Quiet (primarily presentation or demonstration with reflective activities such as journaling, meditation)
- ☐ Moderate (includes paired shares or coaching, small group activities)
- ☐ Loud (includes music, large group activities, lots of movement)

ICF CORE COMPETENCIES (current version) addressed in your session (Check all that apply for CCEU credits):

- | | |
|--|--|
| <input type="checkbox"/> Meeting Ethical Guidelines & Professional Standards | <input type="checkbox"/> Active Listening |
| <input type="checkbox"/> Establishing the Coaching Agreement | <input type="checkbox"/> Powerful Questioning |
| <input type="checkbox"/> Coaching Presence | <input type="checkbox"/> Direct Communication |
| <input type="checkbox"/> Designing Actions | <input type="checkbox"/> Creating Awareness |
| <input type="checkbox"/> Managing Progress & Accountability | <input type="checkbox"/> Planning & Goal Setting |

% CORE COMPETENCIES (instruction or application of coaching skills or ethics)

% RESOURCE DEVELOPMENT (business development, research, etc.)

OBJECTIVES: List 3-5 specific, clearly-stated, learning objectives that address the following questions. Please specify objectives that address the self-work of the participant.

- What will participants learn from this session to support them as coach educators?
- How will this session deepen the learning around the ACTO Stand and Diversity, Equity, Inclusion and Belonging personally and/or professionally?
- What new tools/techniques, knowledge/theories, or new resources/information will participants take away?
- What is the core “nugget” participants can discover by attending this session?

DESCRIBE YOUR PERSONAL MOTIVATION FOR PRESENTING AT:

1. THE ACTO CONFERENCE:

2. A CONFERENCE WITH THE THEME: Re-Imagining Coach Education: Exploring Diversity, Equity & Inclusion

Describe how your presentation meets the criteria for presentations stated under “General Requirements, Guidelines and Information” above.

ABSTRACT/DETAILED DESCRIPTION (500-800 WORDS): Provide complete and detailed information about the session.

- Reference the points provided in the Presentation Proposal Guidelines under **“General Requirements, Guidelines and Information”**.
- Explain how your presentation will assist coach leaders, educators and trainers in their understanding of coaching and presenting coaching material to students and/or other audiences, such as organizations and corporations.
- Include complete and specific details about the structure of your session: what tools, exercises, techniques and specific steps will be used to engage the audience in learning and growth?
- Clearly define what is being proposed and the key elements that will be delivered within the 90-minute session. Be realistic about what you will be able to cover within this timeframe.
- **By submitting an application, you are indicating your availability and willingness to present a breakout session at the conference June 8-10, 2020 in Alexandria, VA, if selected.** You are also giving your permission to be placed on our conference mailing list (you may unsubscribe at any time).

SHORT MARKETING DESCRIPTION (200 words or less) This must be compelling and clearly indicative of the topic and content of the presentation. This will be used on the conference website and in the program to market the session to attendees and drive attendance to your session. Please use word count. Descriptions that exceed 200 words will be edited at our discretion.

FOR EACH PRESENTER, PLEASE SUBMIT:

- ☐ A 10-30-minute video of the presenters(s) delivering a professional presentation
or
- ☐ request to schedule interviews with our Conference Committee

Contact information of a person who has seen you speak or present in a public forum.

- a. Name:
- b. Phone number:
- c. Email:

SAMPLE CULTURAL BIOS:

Sample Bio 1: white, a proud Canadian and a woman who is married to her partner of the same gender. She lives with a (mostly) invisible disability and is an athlete, an engineer and a coach. She was raised in a highly educated, middle income family. A university education was assumed. She was raised by a Jewish mother and Christian father; arguments ("discussions") were the way to learn. Vancouver Island is her adopted home, and she is an avid fan and advocate for this corner of the world.

Sample Bio 2: woman; mother; White girl from the projects who raised her daughters in the middle class; first in family to earn Bachelor's and Master's degrees; upstate New Yorker/US American, multilingual, expatriate returnee (has lived in 5 countries as an adult); dance enthusiast; business owner; coach educator; somatic coach; and former Unitarian Universalist lay minister.

Sample Bio 3: Black, American, Gay, Male; working-class, Baptist parents; second in his generation to earn Bachelor's and Master's Degrees, and the first to be awarded a Doctoral Degree; worked in corporate for over 25 years; has a non-visible disability; and a former jazz musician who enjoys theater, college football, and touring historical homes.