****

**Request for Conference Proposals**

**Extended Submission Deadline for Final Proposals is Friday, February 19, 2021**

The Association of Coach Training Organizations (ACTO) will be offering the 2021 Annual Conference virtually! This will be a full conference with informative sessions and networking opportunities. The theme of the ACTO 2021 Conference, ***Leveling Up: Integrating Equity and Inclusion with Excellence in Coach Training*** is intended to promote a creative environment where we can explore and advance coach training by focusing on excellence while being intentionally guided by the principles of diversity, equity, inclusion and belonging through the lens of the updated ICF core competencies. The conference is a venue for critical thinking and sharing insights into what works as it inspires us to collaborate in moving that goal forward.

The 2021 Conference is taking place during a unique time, full of challenges as well as opportunities and possibilities. Presenting at the conference provides an opportunity to share your knowledge, skill and passion about coach training with over 200 participants while supporting and advancing the profession of coaching and coach training.    Our conferences strive to build the coach training community by encouraging intelligent and informed conversations, motivating us to connect and work together to further transformative impact in ourselves, our students, our clients and our communities.

Your presentation will have a wide international reach as our attendees come from around the world. Accepted presenters will be provided with a Conference Ambassador (a member of the Conference Committee) and a technical advisor, to answer any questions, provide support before and during the Conference, and to work with you to hone your presentation in any way needed. In addition, one full conference fee is waived for each selected presentation.

**Guidelines**

**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 the past are eligible to submit proposals on different topic, in alignment with the 2021Conference 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**

**Criteria**

The selection Committee will be looking for creative and innovative presentations reflective of our Conference theme, ***Leveling Up: Integrating Equity and Inclusion with Excellence in Coach Training***, and the [ACTO Stand on Diversity, Equity, Inclusion and Belonging](https://actoonline.org/inside-acto/about-us/)  that address at least one area of coach training, including but not limited to:

* Leveling up coach training to an evolved world view – as it impacts marketing, curriculum, faculty, students, etc.
* The updated ICF Core Competencies and ICF Code of Ethics
* Self-awareness / self-work of the coach
* Global impact of COVID-19 and social justice issues on the future of coach training
* Facets and impact of intersectionality
* Innovation and disruption in coach training
* Technology in coach training (virtual technology and its use in coach training and education, learning management systems improving coach training, accessibility in virtual training and education, novel ways of using technology)
* Advancement of teaching and learning for coach trainers
* Access and equity in coach training – neurodiversity, hearing or visual impairments, physical limitations, etc.

**Proposal Information**

The selection Committee will be looking for presentations that will:

* Support the exploration and enhancement of the attendees’ learning within the realm of excellence in coach training, including diversity, equity, inclusion and belonging.
* Incorporate experiential work for attendees, and provide an experience, ideas or material that will support attendees in their own training programs.
* Assist coach trainers expand their understanding of coaching as they explore tools and techniques to advance excellence while being intentionally guided by the principles of diversity, equity, inclusion and belonging through the lens of the updated ICF core competencies.
* Deliver an innovative, creative and compelling interactive workshop that fully engages this professional audience of seasoned and newer coach leaders and trainers.  *Provide specific examples of how the audience will participate interactively within the virtual session.*

**Presentations**

* + 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
	+ Format: Zoom videoconference with breakout, chat and screen sharing capabilities. Session tech moderators will be assigned to each session.
	+ Room Capacity:  There will be two (2) concurrent virtual rooms with up to 100 attendees per room. Plenary sessions will contain up to 300 attendees.

**Peer Evaluation**

The ACTO Conference Committee, is composed of a diverse volunteer team of ACTO member coaches who 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. **Note**: *Selections may be made by the ACTO Conference Committee*’*s discretion to ensure quality, expertise and diversity of speakers and programming*.
**Evaluation criteria that will be considered:**

* Quality of the information provided
* Experience and credentials of the presenter(s)
* Virtual presentation skills
* Innovative and experiential nature of the subject matter and session content
* Relevance and value to coach trainers and the coaching profession
* Relationship to the conference theme
* Eligibility for ICF CCE Units, especially Core Competency CCE Units and Ethics

	+ The Program Committee will notify all applicants of their selection status by **Monday, March 8, 2021.**

**Steps to Submitting a Proposal**

**STEP 1:**  Read the information in full.

**STEP 2:** 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, preferably on a virtual conference setting, 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 February 19, 2021.**

**Presentation Proposal Details**

**Submission Deadline for Final Proposals is Friday, February 19, 2021**

**1.  PRESENTER INFORMATION**

NAME: Click or tap here to enter text.

EMAIL:  Click or tap here to enter text.

PHONE: Click or tap here to enter text.

ADDRESS:  Click or tap here to enter text.

ACTO MEMBER: Yes [ ]      No [ ]

ICF/EMCC OR OTHER COACHING CREDENTIAL:  Click or tap here to enter text.

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

Click or tap here to enter text.

URL / LINKS TO WEBSITES WHERE YOUR WORK IS DESCRIBED:

Click or tap here to enter text.

[ ]  I WILL PAY A CONFERENCE ENTRY FEE OF $ 350 (member) or $450. PLEASE LIST ME AS A SPONSOR.

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

Click or tap here to enter text.

**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.

Click or tap here to enter text.

**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. (see examples at the end of this application)

Click or tap here to enter text.

**PRESENTATION INFORMATION**

**Guidelines:**

* 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.
* Send all attachments
* 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.
* By submitting an application, you are indicating your availability and willingness to present virtually between **June 16-18, 2021**. You are also giving your permission to be placed on our conference mailing list (you may unsubscribe at any time).

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

Click or tap here to enter text.

Have you previously presented on the proposed topic?  Yes [ ]     No [ ]

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

|  |  |
| --- | --- |
| [ ]  Demonstrates Ethical Practice | [ ]  Listens Actively |
| [ ]  Embodies a Coaching Mindset | [ ]  Evokes Awareness |
| [ ]  Establishes and Maintains Agreements Presence | [ ]   Facilitates Clients Growth  |
| [ ]  Cultivates Trust and Safety |  |
| [ ]  Maintains Presence |  |

Click or tap here to enter text.**% CORE COMPETENCIES** (instruction or application of coaching skills or ethics)

Click or tap here to enter text.**% 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 trainers?
	+ How will this session reflect the conference theme, ***Leveling Up: Integrating Equity and Inclusion with Excellence in Coach Training***, and the [ACTO Stand on Diversity, Equity, Inclusion and Belonging](https://actoonline.org/inside-acto/about-us/)
	+ 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?

Click or tap here to enter text.

**DESCRIBE YOUR PERSONAL MOTIVATION FOR PRESENTING AT:**

**1.  THE ACTO CONFERENCE:**

Click or tap here to enter text.

**2. A CONFERENCE WITH THE THEME:**  *Leveling Up: Integrating Equity and Inclusion with Excellence in Coach Training*

Click or tap here to enter text.

**Describe how your presentation will meet the criteria under Peer Evaluation.**

Click or tap here to enter text.

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

* + 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 16-18, 2021 if selected.**  You are also giving your permission to be placed on our conference mailing list (you may unsubscribe at any time).

Click or tap here to enter text.

**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.

Click or tap here to enter text.

**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.

* 1. Name: Click or tap here to enter text.
	2. Phone number: Click or tap here to enter text.
	3. Email: Click or tap here to enter text.

**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.*