

**ACTO Conference 2015:
 'Tending the Fire...Catching New Sparks!'
 Request for Proposal Application Form**

The Association of Coach Training Organizations (ACTO) will be holding its annual conference

Thursday May 7th - Saturday May 9th, 2015 in Orlando, FL USA.

There will also be a pre-conference day on Wednesday May 6th at the same location.

This RFP form is to apply for each of the 3 different tracks of the main conference. Feel free to submit for all 3 tracks!

If you submit for more than one track, please complete an RFP Application Form for EACH of the tracks you are proposing for and ensure you complete all the information in every section on each form. Please refer to the separate RFP information document for details of the sessions.

Submission deadline is **Thursday, September 18, 2014**

TRACK 1. Core Competency Catalyst sessions

TRACK 2. The Big Ideas in Coaching session

TRACK 3. Building My Coaching Training Organization sessions

In the spirit of collaboration, ACTO does not pay presenters to present or offer any other compensation. Sessions will be conducted in English. There will be a pre-conference call in November introducing presenters and a brief "taste" of their session.

1. Please select which of the 3 main conference tracks this application form relates to:

Y/N	Core Competency Catalyst sessions
Y/N	Big Ideas in Coaching
Y/N	Building My Coaching Training Organization

2. Proposed title of session:

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3. Presenter(s):

If more than one, list as A and B. The person listed as A will be considered the primary correspondent.

Presenter A. Presenter name:	
Address:	
Email:	
Skype name:	
Main phone contact: Work/Home/Cell	
Coach Training Organization affiliation:	
Role in the organization:	
Website URL:	

Presenter B. Presenter Name:	
Address:	
Email:	
Skype name:	

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Main phone contact: Work/Home/Cell	
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4. Brief description of the proposed session in 200 words or fewer:

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5. Tell us why this particular topic will interest ACTO members:

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6. Briefly describe the techniques/methods you would use to facilitate this session:

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7. Please give us a 3-sentence description of your session for use in advance publicity:

(Fewer than 50 words)

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8. Please describe how this session will be experiential:

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9. Sessions are either 60 or 90 minutes. What is your preference?

Y/N	60 mins
Y/N	90 mins

10. Please describe your preferred room setup and audiovisual or other requirements:

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11. Taping and publications:

Y/N	Will you grant permission for taping (audio or video) of your session?
Any special comments or questions?	

12. Please include any additional information that will allow us to understand your session.

This might include a timeline of the piece of curriculum you will present, handouts or other materials and resources.

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Submission deadline: **Thursday, September 18, 2014.**

Submit to: Laura Larone on laura@actoonline.org AND Jan Portillo on jan@janportillo.com

Please note Jan is on UK time zone.