****

**Presentation Proposal**

(For Educational Breakout Sessions only)

**2016 ACTO Annual Conference**

**Phoenix Marriott Tempe at The Buttes**

**Phoenix, AZ**

**June 15-17, 2016**

**“Raising the Flame of Excellence”**

**STEP 1**: Read the RFP/Presentation Proposal guidelines document in full.

**STEP 2**: Complete this official proposal form.

**STEP 3:** Save your completed form as a word document and e-mail it, along with a high-quality JPEG photo of each presenter, **and either a 10-30 minute video of each presenter demonstrating their presentation skills or 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 VA,** [**laura@actoonline.org**](mailto:laura@actoonline.org)

All questions must be responded to and all requested information provided.

**Incomplete applications will not be considered**. If you have any questions, please   
contact Lynn Meinke at [CoachingServicesIntl@verizon.net](mailto:CoachingServicesIntl@verizon.net)

Deadline to submit: **12 midnight (New York) on January 8, 2016**

**NO EXCEPTIONS!**

**Please complete all information below for all Presenters: (limit 3 total)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTO Member?** | **First Name** | **Last Name** | **Address** | **ICF or other Credential** | **E-mail** | **Telephone** | **Name of school(s) where you received coach-specific training** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**(If more than one presenter, please provide links for each presenter, where applicable)**

**Business website URL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Facebook Business Page URL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Twitter URL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **Session Title (short, compelling, accurately describes your session):** |

**Conference Theme:** Describe how your presentation will apply to our conference theme **Raising the Flame of Excellence** andfit into atleast one of our program tracks:

* **Raising the Flame of Excellence in Teaching the Core Competencies or Ethics**
* **Raising the Flame of Excellence in Assessing Coaching Skills**
* **Raising the Flame of Excellence in Promoting, Branding and Building Student Enrollment**
* **Raising the Flame of Excellence in Addressing Complementary Topics**
* **Raising the Flame of Excellence in Coaching and Community**

See guidelines for more detailed descriptions

**Sound Level of Session:**

\_\_\_ Quiet (primarily lecture or demonstration, reflective activities such as journaling, meditation, visualization)

\_\_\_ Moderate sound levels (includes paired shares or coaching, small group activities)

\_\_\_ Loud (includes music, large group activities, lots of movement)

**Method of Delivery:**

\_\_\_ Lecture

\_\_\_ Panel

\_\_\_ Workshop Style

\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ICF 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

What percentage of the educational offering time is devoted to training directly related to ICF Core Competencies (instruction on coaching skills or ethics, or applying technical skills or ethics, or applying technical skills as a coach)?

\_\_\_ 25% \_\_\_ 50% \_\_\_ 75% \_\_\_ 100%

**The following questions are what the ACTO Conference Committee will focus on in their evaluation and consideration of your proposal. Make sure your response is completely representative of the “essence” of your proposal -- impress us! We are looking for creative, innovative and high quality presentations that go beyond basic coach and business trainings to meet the needs of our audience of seasoned and new coach leaders, educators and trainers.**

**Short Session Description (200 words or less):****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.

**Long Session Description:** 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 on the framework 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’re able to cover within this timeframe.

**Objectives:** List at least 3-5 specific, clearly-stated learning objectives that answer the following:

* What will participants learn or be able to do differently as a result of this session?
* What new tools/techniques, knowledge/theories, or new resources/information will participants take away?

**Describe your motivation for presenting:**

**Education & Experience:** Indicate overall education and/or professional/teaching/training experience of all presenters.

**Brief Biography for Each Presenter: (**no more than 120 words per presenter).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. Bios that exceed 120 words will be edited, and links and URLs beyond the one allowed will be removed.

**By submitting an application, you are indicating your availability and willingness to present a breakout session at your own expense, if selected.** You are also giving your permission to be placed on our conference mailing list (you may unsubscribe at any time).

**I/We are choosing to submit:**

\_\_\_ **A 10-30 minute video of the applicant(s) delivering a presentation of some kind**

\_\_\_ **Contact information of someone that has seen me and any co-presenters speak or present:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**