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**Call for Presentation Proposals**

(For Educational Breakout Sessions)

**2018 ACTO Annual Conference**

***From Our Roots to Beyond:***

***Honoring our roots, expanding our future***

Virginia Crossings Hotel & Conference Center

Richmond, VA

**June 6-8, 2018**

***“From Our Roots to Beyond”* is the theme of this year’s Conference. Our history empowered us to grow as a profession and organization to where we are today. Where will we go from here? We look to the past to remember and honor the foresight and wisdom that created coaching and coach education. Utilizing what we’ve learned from history, where are we being asked to go? What’s cutting edge now? What does the future hold for coach education? What trends and topics are on the horizon? How do we continue to be inspiring and innovative? How will coach education change to stay relevant?**

**STEP 1**: Read ***the Call for 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 Sandham-Larone, ACTO Virtual Assistant: laura@actoonline.org

**Please note:**  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, Conference Chair: CoachingServicesIntl@verizon.net

**Deadline to submit: 12:00 Midnight (New York) on Monday, January 15, 2018**

**Proposals submitted after that date will not be considered.**

Notification of acceptance of proposals: **Wednesday, February 28, 2018**

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| **PLEASE COMPLETE ALL INFORMATION FOR ALL PRESENTERS: (LIMIT 3)****Presenter 1 (Default contact):****Name: Address:****Email: Phone:****ACTO Member (Y/N): ICF or Other Credential****Name of schools(s) where you received coach-specific training:****URL Links to website & other professional sites where your work is described:****Presenter 2:****Name: Address:****Email: Phone:****ACTO Member (Y/N): ICF or Other Credential****Name of schools(s) where you received coach-specific training:****URL Links to website & other professional sites where your work is described:** |
| **Presenter 3:****Name: Address:****Email: Phone:****ACTO Member (Y/N): ICF or Other Credential****Name of school(s) where you received coach-specific training:****URL Links to website & other professional sites where your work is described:****PRESENTATION DETAILS:** |
| 1. **Session Title (short, compelling, accurately describes your session):**
2. **Describe how your presentation applies to the theme: “*From OUr ROOTS TO BEYOND”***
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1. **Sound Level of Session:**

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

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

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

1. **Method of Delivery** (Please describe):

\_\_\_ Workshop Style

\_\_\_ Lecture

\_\_\_ Panel

\_\_\_ Other: (Please explain)

1. **ICF Core Competencies** Addressed by Your Session (Check all that apply for CCEU credits):

\_\_\_ Meeting Ethical Guidelines & ­­­\_\_\_ Active Listening

Professional Standards \_\_\_ Powerful Questioning

\_\_\_ Establishing the Coaching Agreement \_\_\_ Direct Communication

\_\_\_ Coaching Presence \_\_\_ Creating Awareness

\_\_\_ Designing Actions \_\_\_Planning & Goal Setting

\_\_\_ Managing Progress & Accountability

\_\_\_\_\_\_**% Core Competencies** (instruction or application of coaching skills or ethics)

\_\_\_\_\_\_**% Resource Development** (business development, research, etc.)

**The ACTO Conference Committee will focus on the following in their evaluation and consideration of your proposal. Make sure your response is 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 seasoned and new coach leaders, educators and trainers and the owners and administrators of coaching institutions.**

1. **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 at our discretion.
2. **Objectives:** List 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?
1. **Describe your motivation for presenting:**
2. **Education & Experience:** Indicate overall education and/or professional/teaching/training experience of all presenters.
3. **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.
4. **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.
* **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).
1. **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:**

* 1. **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
	2. **Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
	3. **Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**