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**Call for Conference Presentation Proposals**

**Presenter & Presentation Details**

(For Educational Breakout Sessions)

***2019 ACTO Annual Conference***

***The Human Tapestry:***

***Challenge, Illuminate, Celebrate***

The Hotel Grand Pacific

Victoria, British Columbia, Canada

**June 12-14, 2019**

***“The Human Tapestry: Challenge, Illuminate, Celebrate” is the theme of this year’s Conference. It is a call for coaches to come together in a new way for our profession. It is representative of ACTO’s stand for Diversity, Inclusion and Belonging for everyone. We intend to provide a brave space for all of us to: Challenge one another’s beliefs, Illuminate our own blind spots and to Celebrate the stunning diversity that our Human Tapestry represents.***

**STEP 1**: Read ***the Guidelines for Presentation Proposals*** document in full.

**STEP 2**: Complete the short, online “**Intention to Submit Conference Presentation Proposal**” form at [INTENTION TO SUBMIT](http://events.constantcontact.com/register/event?llr=vbnzmehab&oeidk=a07efvg6lxlbe27c280) ASAP (by Dec 31st at the latest) to assist with the planning process.

**STEP 3:** Complete this official Presentation proposal form (below).

**STEP 4:** Save your completed form as a Word document and e-mail it, along with a high-quality JPEG photo, **and either a video demonstrating your presentation skills or the contact information: name, phone number and email address, of a person that has seen you present to** Laura Sandham-Larone, ACTO Virtual Assistant: [laura@actoonline.org](mailto: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 Halli MacNab, Conference Chair, [president@actoonline.org](mailto:president@actoonline.org)

**Submit: “Intention to Submit Proposal” form at** [INTENTION TO SUBMIT](http://events.constantcontact.com/register/event?llr=vbnzmehab&oeidk=a07efvg6lxlbe27c280) ASAP, (by **Dec 31st, 2018 at the latest)**

**Deadline to submit proposals: 12 Midnight GMT on Monday, January 28, 2019**

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

Notification of acceptance of proposals: **Thursday, February 28, 2019**

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| Notes:  **For the first time this year, and in accordance with ACTO’s Stand for Diversity, Inclusion and Belonging, the Conference entry fee will be waived for Presenters.**   1. In lieu of this benefit, presenters may elect to pay the discounted Conference entry fee ($725USD) and be named as a Conference Sponsor in the “Celebration” category. (See [SPONSORSHIP PACKAGES](https://actoonline.org/conference-sponsorship-packages/) for benefits.) 2. If multiple presenters are listed for a single presentation, the benefit of the Conference entry fee must be shared between presenters in the group. (i.e. there will be one Conference entry fee available for each presentation). 3. A limited number of travel grants to cover or assist accepted presenters with transportation costs (reasonable and customary) will also be provided for eligible Presenters, via reimbursement, who would not otherwise be able to attend. 4. **PRESENTER INFORMATION**   **Name:**  **Email:**  **Phone:**  **Address:**  **ACTO member (y/n):**  **ICF/EMCC or other 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 $725USD. Please list me as a “celebration” sponsor.**  **Please send me the Application for a Transportation Grant to attend the Conference.**   1. **Presenter Education & Experience:** Indicate overall education and/or professional, teaching or training experience. 2. **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. 3. **Cultural Bio 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. There are some sample Cultural Bios at the end of this document for your reference. 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** |
| 1. **Session Title (short, compelling, accurately describes your session):** |

1. **Sound Level of Session:**

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

\_\_\_ 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

\_\_\_ Interactive presentation

\_\_\_ 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 items (Items 5 through 11) 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.**

***We will be reinforcing the intention of the theme of Diversity and will be prioritizing this intention in our selections in terms of the content of the presentations and in the Speaker lineup.***

1. **Describe how your presentation applies to the theme: “The Human Tapestry: Challenge, Illuminate, Celebrate*”:***
2. **Describe how your presentation applies to the Track (or Tracks) as outlined on Page 3 of the Presenter Guidelines that you have chosen:**
3. **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.
4. **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 Personal motivation for presenting at:**
   1. **the ACTO conference**
   2. **a conference with the Theme: “The Human Tapestry: Challenge, Illuminate, Celebrate**
2. **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 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 12-14, 2019 in Victoria, British Columbia, if selected.** You are also giving your permission to be placed on our conference mailing list (you may unsubscribe at any time).

1. **I am 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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.