



Guidelines for Conference Presentation Proposals (For Educational Breakout Sessions)

2019 ACTO Annual Conference ***The Human Tapestry:*** ***Challenge, Illuminate, Celebrate***

Hotel Grand Pacific
Victoria, British Columbia, Canada
June 12-14, 2019

Submit an “Intention to Submit Proposal” form ASAP
at [INTENTION TO SUBMIT](#)
(by Dec 31st, 2018 at the latest)

Submission Deadline for Final Proposals: 12 midnight GMT on Monday, January 28, 2019

Presenting at the ACTO Annual Conference is an opportunity to expand participants’ knowledge and skills, while supporting and advancing the profession of coaching and coach education.

NOTE:

For the first time in ACTO history, and in alignment with our stand for Inclusion, the conference entry fee will be waived for Conference Presenters. Presenters may wish to support ACTO and be named as a Sponsor by contributing their Conference entry fee of \$725.

Presenters must complete the short “Intention to Submit Proposal” Form at [INTENTION TO SUBMIT](#), or by Dec 31/18 at the latest.

Benefits of Presenting at the Conference:

- You will be part of the ACTO Spirit and Culture, which is devoted to being a strong and committed community that is dedicated to advancing the art, science and practice of coaching.
- There will be an audience of approximately 100 leaders and influencers in the coach education industry including owners, administrators and faculty members.
- Your conference entry fee will be waived, which includes all meals, events and presentation (\$725-\$1025 value). **NOTE: This is the first time in ACTO history that this benefit will be provided to conference presenters.**
- You will have a great reason to visit one of the most beautiful places on the planet in June: Victoria, British Columbia!
- Your presentation will have a wide international reach as our participants come from across the world.
- You will be able to represent yourself as conference presenter, which may lead to other speaking opportunities.
- You will be delivering your message to highly educated and influential consumers.
- The opportunity to present at one of our pre-Conference Forums, describing your presentation and giving a “taster” will be offered and can give you more visibility.
- **As an added benefit, a table will be made available, at no charge, for all presenters to share** where they may display their select publications, promotional items and business cards.
- Accepted presenters will be eligible to apply for and receive **a limited number of transportation grants**, intend to supplement the cost of transportation (reasonable and customary) to the conference with a reimbursement. Eligibility will be determined by application and will be awarded to those who would not otherwise be able to attend.

Eligibility Requirements:

- ACTO Members in good standing and non-members are eligible.
- The theme of the conference speaks to ACTO’s Stand and commitment to increasing Diversity, Inclusion & Belonging within the coaching profession and ACTO has taken a proactive and robust stand in this regard. As such, the Conference Committee will be representing this Stand in their selection process for Speakers, topics and perspectives.
- Members of the 2019 ACTO Conference Committee are **not** eligible to present in 2019, though members of other ACTO Committees are welcome to submit proposals.
- Speakers who presented at the ACTO Annual Conference in 2018 are eligible to submit proposals on a **different topic**, in alignment with this year’s Conference 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.

Presentation Tracks:

Preference will be given to **creative and innovative presentations** that fit our conference theme, **“The Human Tapestry: Challenge, Illuminate, Celebrate”** and at least one of our program tracks:

- 1) **Self-awareness:** Work in the realm of diversity, equity, inclusion, belonging & cultural humility for Coach Trainers & Coaches
- 2) **Cultural Awareness:** Incorporating principles of diversity, equity, inclusion, belonging & cultural humility with Students and Clients
- 3) **Diversity & Inclusion Outreach:** Good marketing decisions, methods & examples: Student Enrollment, Staffing, Scholarship
- 4) **Learning & Curriculum:** Incorporating diversity, equity, inclusion & belonging principles in your curriculum & the culture of your school or training program
- 5) **Case studies in Diversity:** Examples of expanding the reach and use of coaching in new communities and new ways. Successes, failures, what are the takeaways or lessons learned?

General Requirements, Guidelines and Information:

- Some speakers may be chosen outside the RFP process. Invitations may be extended at the ACTO Conference Committee’s discretion to ensure quality, expertise and diversity of programming.
- The request for proposals process is for **educational breakout sessions only**. Keynote speakers will be chosen through a separate process. **Do not** submit an application unless you are interested in being a breakout session presenter. **By submitting an application, you are indicating your availability and willingness to present in Victoria, Canada, on June 12-14, 2019.** You are also giving your permission to be placed on our conference mailing list (you may unsubscribe at any time).
- **The ACTO Annual Conference is not a sales or marketing opportunity** for your company or yourself during your presentation.
- Demonstrate how your presentation will assist coach educators and trainers in their understanding of coaching and how it applies to our conference theme, **“The Human Tapestry: Challenge, Illuminate, Celebrate”**, and at least one of our program tracks (see above).
- Make sure you review and understand the descriptions of the track(s) you choose.
- Design an innovative, creative and compelling presentation that fully engages this professional audience of seasoned and newer coach leaders, educators and trainers. *Provide specifics and examples of how the audience will be engaged.*
- Use a short, compelling title that accurately describes the content of your session.
- Clearly demonstrate a balance between content and audience participation. Sessions should be experiential to the greatest extent possible.
- Design and deliver content to meet the needs of coaching educators and trainers as well as coaching leaders.

- 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.*
- **Select which type of presentation you want to give –**
 - **Workshop Style** – delivering a presentation that has content or information, as well as involving the audience through activities or exercises
 - **Interactive Presentation** - offering information using a didactic format without audience exercises or audience interaction except questions
 - **Panel** - offering a presentation with up to 3 people presenting information and having a dialogue amongst the presenters and/or including the audience
- Before submitting, make sure your proposal is clear and succinct. Also:
 - Proofread for accuracy
 - Complete all requested information
 - Send all attachments
 - Follow submission guidelines
 - **Either, submit a video demonstrating the presentation skills of the presenter (preferred), or submit the contact information: name, email address and phone number of someone that has seen you present.**
- **Incomplete applications WILL NOT be considered.**
- Accepted presenters will each be provided with a Conference Ambassador (a member of the Conference Committee), to answer any questions, provide support before and during the Conference, and to work with you to hone your presentation in any way needed.

Session Length, Equipment, Presentations, Handouts:

- 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.
- Room Capacity: Rooms will accommodate approximately 100 people.
- Room Set-Up: Chairs will be set around tables. Chairs may be rearranged for your presentation, but **MUST** be returned to their original configuration by the end of your presentation.
- Audiovisual Equipment provided:
 - 1 microphone for participants; 1 wireless lapel microphone for presenter
 - Flip chart with markers
 - LCD projector & Screen
 - Laptop & cords
 - Any additional equipment requests are subject to approval by the ACTO Conference Committee and are **not** guaranteed.
- Handouts: The ACTO Annual Conference does **not** reproduce handouts for distribution on-site. However, links to presenter handouts will be posted on the conference website for attendees to download. Presenters may provide hard copies at their **own** expense.

Peer Evaluation:

- The ACTO Conference Committee, a volunteer team of ACTO member coaches, 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.
- Evaluation criteria that will be considered:
 - Quality of the information provided
 - Experience and credentials of the presenter(s)
 - Presentation skills
 - Innovative and experiential nature of the subject matter and session content
 - Relevance to the coaching profession and coaching educators, trainers and leaders
 - Value the session brings to coaching educators, trainers and leaders
 - Relationship to the conference theme, “*The Human Tapestry: Challenge, Illuminate, Celebrate*”, as well as at least one of our program tracks (see page 3):
 - Eligibility for ICF CCE Units, especially Core Competency CCE Units
- **The Program Committee will notify all applicants of their selection status by February 28, 2018.**

Application and Steps to Submitting a Proposal:

STEP 1: Read the information above in full.

STEP 2: Complete the online “Intention to Submit Proposal” form at this link [INTENTION TO SUBMIT PROPOSAL](#) as soon as possible. (By December 31, 2018 at the latest).

STEP 3: Complete the official application form.

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 of the 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 by January 28, 2019.