**2016 Speaker Proposal Submission Guidelines**

**Revised June 2016**

ICF Greater Austin is a chapter of the International Coaches Federation (ICF) committed to advancing the art, science and practice of professional coaching. The ICF definition of professional coaching is available on the [ICF website](http://www.coachfederation.org/).

Our Purpose as a chapter is to nurture, serve and expand our profession at both the global and local level, right here within the Austin community. Our commitment and vision is to raise awareness of our profession by building bridges to create powerful and inclusive groups of coaches and allied professionals committed to the vision of helping people live meaningful and productive lives.

We are an interdependent community of professionals committed to the ICF core values of integrity, excellence, collaboration and respect as well as to the ICF core coaching competencies. This commitment includes, modeling coaching excellence, advancing public awareness, as well as providing relevant research to both coaches and consumers alike. We serve people at all system levels ranging from individuals to groups, organizations, and communities.

Our monthly meetings are a gathering place in which members and allied professionals come together for instruction and guidance on topics, tools, models and current trends related to the profession of coaching.

**TYPES OF CHAPTER EVENTS**

**Our Ideal In-Person Speaker** We are looking for interactive presentations that will be relevant and exciting to professional coaches, organizational practitioners, strategic partners, and coaches-in-training. We appreciate speakers who both invite and challenge our thinking with their work. We are interested in speakers who are adept at presenting to a variety of learners on the professional spectrum. Here are a few examples of topics of interest: the latest information about human behavior, neuroscience, and entrepreneurial technologies. Successful proposals will address today’s challenges with pragmatic, proven solutions and/or model fresh approaches and dynamic opportunities for coaching excellence - projects that are unique, innovative and results-focused will be given preference.

Our monthly meetings are held the last Tuesday evening of each month from 6:00pm-8:20pm at an easily accessible northwest Austin venue. We invite speakers to plan on presenting for 60-90 minutes, including a Q&A with attendees. We also encourage speakers to allow time for reflection and dialog as part of the presentation in order to honor multiple learning styles.

**PREPARING YOUR PROPOSAL**

The information below is also available on the ICF Austin Chapter website under the Events tab, “Apply to Speak”.

1. Review the ICF Definition of Coaching on the ICF website, which is the WHAT of ICF coaching;

2. Review the ICF Core Competencies and the ICF Ethics & Standards on the ICF website –

these define the HOW of ICF coaching;

3. Determine how your presentation can best address the professional development needs of our members within the contexts of these guidelines;

4. Complete the Speaker Proposal Form

**What to Submit**

• Completed Speaker Proposal Form

• Attach a JPEG professional photo

**Deadlines / When to Submit**

• Our Program Committee reviews accepted submitted proposals throughout the year and we will contact each applicant with possible presentation dates.

• Please email your completed proposal submission to our chapter president, Marilyn Orr: marilyn@capacitybc.com

**AFTER WE RECEIVE YOUR PROPOSAL**

We will acknowledge receipt of your proposal within five business days and will respond with our decision regarding your proposal within 30 days of receipt. Our review will consider the relevance of the topic, the needs of our organization and the balance of the year-long program content. After acceptance of your Proposal we will send you more specific information pertinent to the date of your presentation.

Thank you for your interest in participating with the ICF Austin Chapter!