

Information for Speakers and Presenters

ICF Calgary invites submissions of interest for presentations at our chapter events. Speakers who are interested in presenting at an ICF Calgary event are encouraged to review the following information prior to completing a Speaker Submission Form.

Information about ICF Calgary may be found at <http://www.icfcalgarychapter.com/>

Important Notes

- Presenters are responsible for all expenses associated with presenting at ICF Calgary events.
- Typically, presenters are not reimbursed for presenting, however, a small honorarium may be given to the presenter's charity of choice.
- ICF Calgary may wish to record the session. This will be discussed and agreed to in advance.
- ICF Calgary cannot guarantee the number of participants that will attend your proposed session. Speakers are not permitted to cancel their event due to low registration; event cancellations are at the discretion of the Program Director or the Board of Directors.

Speaking/Presentation Opportunities

ICF Calgary offers speaking and presentation opportunities for breakfast events, Lunch and Learns, and late afternoon events. The intent with our breakfast meetings is to bring our community together, provide opportunities to network and learn from others in the community, and to learn from the presenter. Depending on the topic, Continuing Education Credits (CCEUs) may be applied for by the chapter.

Speaker and Topic Characteristics

In general, we are seeking speakers and topics with the following characteristics.

Note: these are guidelines only and selection of speakers for ICF Calgary events is at the discretion of the Board of Directors.

1. Speaker Characteristics

Coaches

- Trained coach (essential)
- Accredited coaches are preferred
- ICF member
- Experienced in the coaching profession
- Ongoing professional development

Non-coaches

- Accredited member of his/her profession (if applicable)
- ICF global has indicated support of the individual/topic through the awarding of CCEUs
- Individual supports the coaching community
- Advanced research/education

Overall

- Has experience speaking to groups
- Good presenter
- Interested in furthering knowledge about topics related to coaching rather than selling a product or service
- Willing and open to discuss the needs of the ICF coaching community and tailor presentation as appropriate

2. Topic Characteristics

The topic:

- Supports and advances knowledge about coaching and supports the ICF core competencies
- Supports the vision, aims and goals of ICF Calgary
 - Being the coaching hub for Calgary
 - Supports our annual theme
- Would be of interest to ICF Calgary members
- Fits within the guidelines for the time period (e.g., 30 – 45 minutes for breakfast meeting)
- Is not one that has been spoken about in the past two years unless the perspective on it is different than the previous session or there has been a stated demand for that topic
- Appeals to a wide variety of our members
- Appeals to the broader Calgary corporate community
- Is focused on knowledge acquisition, new tools and techniques, and interactive learning

3. References

Potential speakers are requested to provide two references whom ICF Calgary may contact. References must have first hand knowledge of the individual's speaking, presentation and facilitation skills.