

Request to Present

We appreciate your interest in presenting to the members of ICF Heartland Chapter. Complete and submit this form not later than 60 days prior to your desired presentation date. It is a fillable document that allows you to type your entries and check the appropriate boxes. Once complete, save the proposal using “Your Name\_Presenter Application” as the file name and attach to an email to: heartlandicf@gmail.com.

**Date:** Click here and enter the date that you submit your proposal

**Presentation Date:** To be completed by Program Committee Chair

**Speaker Information** **– (First Speaker)**

|  |  |
| --- | --- |
| Name: | Click here and enter name |
| Email Address: | Click here and enter email |
| Phone: | Click here and enter phone # |
| ICF Certification  | [ ]  ACC [ ]  Currently pursuing an ICF credential[ ]  PCC [ ]  MCC |
| ICF Global Member | [ ]  Yes [ ]  No |

**Speaker Information – (Second Speaker if applicable)**

|  |  |
| --- | --- |
| Name: | Click here and enter name |
| Email Address: | Click here and enter email |
| Phone: | Click here and enter phone # |
| ICF Certification | [ ]  ACC [ ]  Currently pursuing an ICF credential[ ]  PCC [ ]  MCC |
| ICF Global Member | [ ]  Yes [ ]  No |

**Presentation Topic Summary**

|  |  |
| --- | --- |
| Presentation Title: | Click here and enter title |
| Duration and Delivery Method | [ ]  1 hour [ ]  1.5 hours [ ]  Live [ ]  Virtual (Check those that apply) |
| Brief summary of session (2 - 3 sentences) | Click here and enter summary |
| Full description of your presentation topic to be used in promotional materials for marketing session. (2-3 paragraphs) | Click here and enter program description |
| Description of interactive portion of session. Audience application of content through peer coaching in dyads or triads is required. Describe specifically what you will be doing in the interactive portion. How will they demonstrate that they have learned the concept or skill you are presenting? | Click here and enter description of interactive components |
| List 3-5 clearly stated Learning Objectives that participants will have learned or be able to do upon completion of the session. Learning Objectives for CC CCE’s must be clearly connected to development of one or more ICF Core Competencies. | Click here and enter learning objectives |
| Audio visual requirements | Click here and enter your presentation requirements |
| Provide a short bio of approximately 150 words in the space provided and insert a jpeg headshot or attach it to your email.  | Click here and enter your short bio |

**ICF Core Competencies This Session Addresses: (**check **all** that apply)

|  |  |
| --- | --- |
| [ ]  #1 Meeting Ethical Guidelines and Professional Standards | [ ]  #7 Direct Communication |
| [ ]  #2 Establishing the Coaching Agreement | [ ]  #8 Creating Awareness |
| [ ]  #3 Establishing Trust and Intimacy with the Client | [ ]  #9 Designing Actions |
| [ ]  #4 Coaching Presence | [ ]  #10 Planning and Goal Setting |
| [ ]  #5 Active Listening | [ ]  #11 Managing Progress and Accountability |
| [ ]  #6 Powerful Questioning |

**ICF Continuing Coach Education Units (CCEUs) by type recommended for your session (CC + RD must total 100%). Webinars are 1 hour and face to face presentations 1.5 hours:**

|  |  |
| --- | --- |
| Core Competencies (CC) | Click here and enter percentage |
| Resource Development (RD) | Click here and enter percentage |

**Our programs occur on the 2nd Friday of each month. List three dates that you can present.**

1st Choice: Click here and enter date

2nd Choice: Click here and enter date

3rd Choice: Click here and enter date

**Checking here you give permission to ICF Heartland Charter Chapter to:**

[ ]  Record via either audio or video your presentation.

[ ]  Offer for sale to the general public a recorded audio or video format of your presentation at our discretion

 via our website and retain the proceeds of sales to be kept by ICF Heartland Chapter for fundraising

 purposes.

|  |  |
| --- | --- |
| Click here and enter your name | Date: Click here and enter the date |
|  Presenter Signature – Typed name above constitutes your signature and agreement |