



## Call for Workshop Proposals ICF Quebec 2023 Annual Conference

Please take a minute to familiarize yourself with the proposal criteria. This will ensure that your proposal will be reviewed along with all other proposals so that fair consideration will be given to everyone.

**In person convention dates:** September 13-14, 2023

**Target audience:** Coaches and anyone interested in professional coaching.

**Workshop duration:** 90 minutes (including question period)

**Number of participants per workshop:** 25 to 100 people

2023 convention theme  
***Create all the connections that bring us together!  
The Full Spectrum of Coaching!***

The colourful theme of the 2023 convention is intended to inspire relationship building. It's all about wanting to come together, to discuss and share our views on a topic we all hold dear – coaching.

### The workshops aim to:

For the workshops, we would like you to focus on the power of coaching to help you move forward, leave your comfort zone, see things differently, develop new personal and professional skills, reach your full potential, improve communication, be open to others, and so on.

The workshops aim to:

- Contribute to members' personal and professional development.
- Provide members with insightful references in connection with one or more of the 8 ICF competencies.
- Foster and promote the professionalization of coaching.
- Increase public awareness and recognition of coaching in Quebec.

### Information

#### Selection Criteria

- The proposal must align with the overall ICF objectives of contributing to members' personal and professional development.
- The proposed workshop should be participative and experiential in nature;
- The proposal must cover topics of interest to coaches and be linked to the conference theme. It may refer to research, experiments, innovative tools, new trends in coaching, a new approach for a specific clientele, etc.
- Priority will be given to certified members of ICF Quebec;
- The facilitator understands that there is no compensation offered for their participation;
- The facilitator has previous experience in facilitation or training

#### Selection Process

Workshops will be chosen for quality of content, target group and relevance of the subject to the overall theme of the ICF annual conference. Contact us: [ateliers-congres@icfquebec.org](mailto:ateliers-congres@icfquebec.org)

## Selection of facilitators

### Proposal content

Your proposal should provide a brief overview of your workshop, along with a summary description of your professional experience and experience as a facilitator/speaker.

You can submit more than one proposal; each proposal must be prepared separately. Please make sure to indicate your order of preference (should we select only one of the proposals). The better you can summarize your presentation and demonstrate your abilities as a facilitator, the better your chances of being selected.

### Submitting proposals

All workshop proposals should be submitted to [ateliers-congres@icfquebec.org](mailto:ateliers-congres@icfquebec.org) no later than **11:59 p.m. on March 31, 2023**. Receipt will be acknowledged within 48 hours of submitting your workshop.

### Notice of Participation and Commitment

*New* If your proposal is selected, you will be invited to an interview (in person or virtual), where you will have the opportunity to walk us through your workshop in essence. After this stage, if your workshop is accepted, you will receive confirmation of the date and time of your workshop, as well as the general instructions regarding the Conference. Those whose workshops are not selected will be informed as soon as possible.

**If you have questions or comments, please reach out to us at [ateliers-congres@icfquebec.org](mailto:ateliers-congres@icfquebec.org)**

We look forward to reading your proposals!

**FORM: 2023 Conference**

<b>workshop</b>	
<b>Summary</b>	Summarize in one paragraph whether it focuses on research, experimental innovative tools, new coaching trends, or an approach for a specific client
<b>Description of workshop</b>	State the analysis of your proposal, please describe your workshop in a concise manner (maximum 1 page).
<b>Objective</b>	At the end of this workshop, participants will be able to
Workshop is in connection with one or several of the following skills:	
<ul style="list-style-type: none"> <li>1. Demonstrate Ethical Practice</li> <li>Embodies a Coaching Mindset</li> <li>Establishes and Maintain Agreements</li> <li>Cultivates Trust and Safety</li> </ul>	<ul style="list-style-type: none"> <li>Maintains Presence</li> <li>Listen Carefully</li> <li>Take Awareness</li> <li>Facilitates Client Growth</li> </ul>
Explain why and how your workshop relates to the above competencies.	
How do you capture your audience's interest?	
Facilitator ID (in the event of a second facilitator, please attach a sheet containing the required information)	

		ne:
		zation:
s:		
		r:
<b>ography (max 50 to 75 words)</b>  		
<b>nt experience as a facilitator</b>		
ge the workshop will be given in: <input type="checkbox"/> French <input type="checkbox"/> English <input type="checkbox"/> English and/or French		
<b>ou presented this workshop before?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when and where?		
<b>ICS: Audiovisual needs</b>		<b>ayout</b>
<b>or</b>		order of preference (1, 2) the layout of the desired ound tables
u need a projector?	ust bring your laptop if need it. No laptop will provided.	heater

Please note that no changes will be possible to the room layout or the equipment requirements after November 1<sup>st</sup>, once confirmed.

Please attach any Word document, PDF, or PowerPoint document you would like to include in your presentation.

**Thank you!**