

Creating the

FUTURE... TODAY



AUSTRALASIA 2007
CONFERENCE



International Coach Federation Australasia 2007 Conference

Creating the Future – Today

2 – 5 October 2007

Sofitel Melbourne

Melbourne, Victoria, Australia

CONTENTS

Speaker Request For Proposal	2
Dates and Deadline to Submit	2
Programme Information	3
General Presenter Guidelines	3
Session Track Descriptions	4
General Guidelines for Submissions	7
Selection Process and Guidelines	7
Selection Criteria	8
Submission Form	9
Submission Cover Sheet	11
Continuing Coaching Education Form and Submission Agreement	14

DUE BY 17 January 2007

Request for Conference Concurrent Session Proposals



Dates and Deadline to Submit

The ICF Australasia cordially invites you to submit a proposal for presentation at the 2007 Conference to be held 2 – 5 October 2007 at the Sofitel Melbourne, Melbourne, Australia. The deadline for concurrent session proposals is 17 January, 2007. You will be notified of our decision no later than 16 March 2007. Please refer to the submission form for details of the submission requirements.

Over the course of the four days there will be keynote, plenary, invited and concurrent sessions; research and open forums; networking and support opportunities; energising and self-care spaces and poster displays. The concurrent sessions for which we are seeking proposals take place on 3 – 4 October.

If, after reading this document, you have any queries please contact the Conference Secretariat on conference@icfaustralasia.com or +61 4340 8871.

Conference Vision

The theme of the ICF Australasia 2007 Conference is: “Creating the Future...Today”. We envisage a number of underlying themes supporting that vision that we would like to explore throughout the programme:

- Innovation: Challenging, enlarging, shifting and generating new thinking
- Call to action: Inspiring and instigating immediate action to impact the world through coaching

- Credibility of the profession: Showcasing and supporting research, professional development and standards
- Global focus: Inspiring coaches from around the globe to join us and to make a difference in the world
- Connectedness and camaraderie: Supporting and inspiring each other
- Focus on senior level coaches: Creating a unique forum for experienced and interested coaching to advance our thinking, action, spirit and profession
- Social consciousness: Supporting and participating in the development and enrichment of people in need of assistance
- Sustainable resources: Using our resources responsibly

Our vision is to inspire the conference community to take action – beginning when we are together at the conference – to think BIG and use our skills to address BIG issues such as sustainable resources, social inequalities and global disharmony.

Conference Overview

The ICF Australasia 2007 Conference in Melbourne will be a celebration for all those who are passionate about coaching. It will be an opportunity to:

- cheer, challenge and co-create the profession
- connect through our values to our colleagues, our community and the world
- be inspired by great thinkers, achievers and our most experienced coaches
- commit and act to fulfil our potential
- demonstrate our professionalism, commitment, supportive spirit and good humour

In short, the ICF Australasia 2007 Conference will be a call to action for coaches to make a difference in the world.

Programme Overview

The Conference programme will be stimulating, action-oriented, future-focused and innovative. It will provide professional development and networking to attract presenters, facilitators, participants and vendors from Australasia, and around the world.

We seek proposals from presenters who are concerned about BIG issues; who can offer us information, insights, ideas and inspiration and who share our commitment and determination to make a difference beginning today for the world of tomorrow.

General Guidelines

The Programme Planning Team is seeking sessions that prepare coaches to impact the future by equipping them with knowledge, skills, confidence, action plans, connections and resources. The Team is also looking for sessions that provide a variety of views on, and challenge the assumptions of coaches and the coaching profession.

We challenge our presenters to provide compelling as well as practical pathways to engage, enable and energise participants to take action in the session, at the conference, upon returning to their communities and in the future.

We require our presenters to come prepared to educate and engage participants as whole learners and whole beings, not just coaches or business professionals.

We especially welcome sessions that integrate innovative techniques and technology, generate actionable plans, enable participants to build support networks and/or incorporate research or research-based theories.

We intend to present a wide range of topics within subject-specific session tracks that allow our attendees to find the perfect blend of information and strategies they can use for their own lives, for their clients and for society.

Session Tracks

We have selected a number of session “tracks” to support our vision.

- **Coaching for Business and Organisations**
- **Building Ourselves and our Coaching Practice**
- **Coaching to incorporate Spirituality and Energy**
- **Using Technology to Enhance the Impact of Coaching**
- **Making a Difference Globally**
- **Building Professional Credibility**

Within these tracks we want to ensure that all sessions:

- offer new and challenging ideas that are future-focused
- are interactive and allow for the exploration of those ideas
- engage and inspire experienced and senior coaching professionals
- provide opportunities to plan for and/or take action
- provide ideas, materials, tools and support enabling participants to develop themselves and their coaching in line with the vision of the conference

We want to encourage the submission of papers involving research or research-based models. In these cases presenters must ensure that the research:

- has been peer-reviewed
- is made relevant to an audience of individuals with a range of expertise and perspectives
- supports the credibility and professionalism of coaching
- includes references relevant to the research for participants to review

Session Track Descriptions

1. Coaching for Business and Organisation

Corporations, businesses and organisations have a critical impact on the global situation and thereby a responsibility to work towards developing and enhancing it. Coaching is increasingly being implemented in this business world – as professional development for executives and managers, and more recently as a skillset for managers for improving individual performance, business outcomes and decision-making. This track will explore the applications of coaching to the leadership and management of organisations and how it can be used to stimulate and sustain change.

Topics may include but are not limited to:

- What are the specific qualities, knowledge and responsibilities of cutting-edge coaches working in the business environment?
- What are the coaching needs of executives, leaders and business people who want to make a significant difference in their world and how can we as coaches best support them?
- What are the best practices and applications of coaching in the business world that are creating major change?
- What does research tell us about the impact of coaching in the business environment?
- How has a specific organisation made significant change using coaching?
- What will the demands on coaching and coaches be in business and organisations in the future?

TARGET AUDIENCE

Coaches, leaders, managers, human resource professionals and others both internal and external to the organisation having an interest in coaching in the corporate, business and public sector. The context can be on one-on-one, team, supply chain, consortium, organisation, global, etc.

2. Building Ourselves and Our Coaching Practice

Individual coaches must build credibility in their field of operation. We must invest in self-care, learning and on-going development. We must commit to being the best at what we do. To be accepted as a professional we need to turn passion into valuable and valued service. To be a professional, we need to develop a thriving, profitable business. This track will explore the development of the coach and coaching practice as a profession.

Topics may include but are not limited to:

- How can we reach our maximum potential and realise our individual greatness?
- How can we be a challenging coach, questioning the status quo and seeking creative, transformative results for clients, for organisations, for society?
- How can we understand, anticipate and address the needs of our markets?
- How can we think BIG to get the attention of the decision makers and leaders in order to build our businesses and make a difference to the organisation?
- What does it take to have an outstanding and successful coaching practice or business?
- What are the innovative best practices when developing strategic alliances with other coaches or other professionals?

TARGET AUDIENCE

Coaches wanting to make a significant shift in themselves, their personal development and self-care; professional development and coaching methods; or their coaching business; experienced coaches who want to fine-tune their coaching or business skills; coaches wanting to learn from successful coach professionals.

3. Coaching to Incorporate Spirituality and Energy

As coaches many of us draw on spirituality to sustain our energy, increase our connectedness to ourselves and to others, to define and confirm our own sense of purpose; and to enhance client interactions and the effectiveness of our coaching experience.

Evidence is also emerging of the acceptance of spirituality; people do not want to compartmentalise their lives, but rather seek to align their life to their meaning and purpose. In the workplace, where many people spend the majority of their waking time, there is a growing desire to be acknowledged a whole person. This track will explore the innovations and applications of spirituality to coaches and the coaching profession. The track will also include daily "energising sessions" for participants to engage in activities to maintain and boost their attention, energy, well-being and wakefulness during the course of the conference.

Topics may include but are not limited to:

- How is spirituality defined and developed at a personal level, in the workplace, in the organisation, in the world?
- How can we living consciously – looking at the world through fresh eyes?
- What are the best practices for using powerful conversations to expand awareness, to reveal truth?
- How do we support ourselves and our clients to seek reality through spiritual commitment?
- How can we maximise the relationship between values, goals, purpose and everyday behaviour to support significant change?
- How can we develop the intuitive aspect of our coaching style?
- How can we support our clients through the "loss of soul" – a disease whose symptoms are consuming our society?
- Energising sessions to stay focused and alert throughout the conference

TARGET AUDIENCE

Experienced and aspiring coaches looking to instil meaning and purpose into their lives, their coaching or their business; experienced coaches who want to enrich their lifestyle; coaches wanting to learn from successful coach professionals; executive and management coaches; representative of organisations that value their staff; members of institutions teaching these values; coaches wanting self-care and self-development experiences throughout the conference.

4. Using Technology to Enhance the Impact of Coaching

Every industry uses technology to increase efficiency, promote the business and deliver results, so why not coaching? While we already use the standard tools of websites and email, there are numerous possibilities that could be integrated into our coaching toolbox including software, e-learning, internet-based tools etc. to add flexibility and innovation to our practice and enhance the outcomes for our clients.

Additionally, technology is a driving force in the way we as human beings interact and communicate with each other as well as the way we learn, are influenced and make decisions. How we live and what we can create is constantly changing and advancing through technological development. Coaching can enhance the use of technology as a powerful tool to support far-reaching changes in the world. Coaching can help people adjust to and leverage the opportunities that technology provides.

This track will explore the impact and implications of technology on coaching as well as the impact and implications of coaching on the use and success of technological change. Demonstrations and use of innovative technology in sessions are encouraged.

Topics may include but are not limited to:

- How can we use technology to make coaching services more innovative, individualised, flexible and widespread?
- What is the technology of the future and how can we use technology to take coaching into 'tomorrow'?
- How can we use technology to harness the power of coaching to make a positive difference to the world?

continued page 6

TARGET AUDIENCE

Coaches from all aspects of the profession interested in making a difference for their clients, organisations and society through the use of technology; coaches looking for ways to enhance themselves, their coaching, their business using technology.

- How can we use new technologies and advances of the internet to reinvent our coaching business?
- What case study can you present to demonstrate the innovative use of technology and coaching?
- What synergy can be created through the combined use of coaching and technology to make a significant impact?

5. Making a Difference Globally

As coaches we aspire to make a difference, even to change the world or at least our part in it. To that end we need to be aware of the bigger social and global issues that affect society and to consider where and how coaching could be helpful. What differences might coaching make? We need to look beyond the boundaries of traditional coaching interventions, to consider its value for disadvantaged people and situations.

This track will explore coaching with a global focus, challenging us to engage with global issues and inspiring coaches from around the world to join us.

Topics may include but are not limited to:

- How can we use coaching to eliminate social issues such as poverty, aggression, abuse, injustice, intolerance?
- Who do we have to be as coaches to assist disadvantaged people in society eg invalids, homeless, immigrants, the aged, the poor to build a great life for themselves through coaching?
- How has coaching made a measurable difference in assisting those in need to reach for goals they might consider unattainable?
- How could coaching be used to help young people improve the world we have given them?
- How could coaches intervene with decision-makers eg with politicians, to help solve global issues of climate change, social unrest, religious intolerance?
- How can you inspire and organise coaches to take action in your session or during the conference to make a BIG difference in the world?

TARGET AUDIENCE

Coaches from all levels of the profession interested in considering how they could truly make a difference; business coaches, leaders and managers looking for ways to help organisations 'give back'; people looking for alternative strategies for addressing social issues, people wanting to leave a legacy.

6. Building Professional Credibility

The current debate emerging amongst professional coaches is about how to establish coaching as a profession; how to set and maintain standards, how to ensure the profession' and the reputations of committed and highly trained coaches, aren't hijacked by people simply styling themselves as coaches.

This theme will explore what needs to be done for coaching to establish credibility as a profession, how coaching can demonstrate that it can deliver results, what coaches can do to promote their professionalism and set themselves apart from those self-styled as coaches.

Topics may include but are not limited to:

- What is a profession? What can we do now and into the future to establish coaching as an esteemed, trusted, valued, credible profession?
- What is coaching research discovering? How can I apply this research to significantly enhance my coaching, my business, the coaching profession?
- Where is there a need for research and what can we do at the conference to address this need?
- What are the return-on-investments of coaching in financial, social, spiritual, global, or other bottom-line indicators?
- What innovative avenues exist for coaches to build their professionalism, brand identify and reputation?
- What does it take for coaches to do their own research or gather their own evidence of success?

TARGET AUDIENCE

Experienced coaches seeking to develop their business and themselves; coaches working in business or the corporate world; corporate decision-makers interested in the use and impact of coaching; coaches looking to market coaching as a reputable practice and themselves as reputable professionals, coaches interested in the credentialing process.

General Guidelines for Submitting Your Proposal

1. All proposals must be electronically prepared (typewritten) and uploaded to the ICF Australasia website at: <http://www.icfaustralasia.com/Conference2007/submission> . If you require assistance with this process, please contact the ICF Australasia Conference Secretariat, however, please do not send submissions via e-mail. Early submissions are encouraged and much appreciated. Please allow extra time for international submissions. Faxed and/or emailed submissions will **NOT** be accepted. **NO LATE PROPOSALS ACCEPTED**
2. Deadline submission date is **17 January 2007**. Proposals selected will be notified by **16 March 2007**.
3. Up to two (2) proposals per person will be accepted but they must be for different topics and for different tracks. Please indicate on the submission form the specific track(s) to which you are submitting your proposal.
4. Concurrent breakout sessions for each track will be either 60 or 90 minutes in length. Please indicate on the submission form if your presentation would best be given in only 60 minutes, only 90 minutes or if you are able to adapt to either time frame.
5. Presenters need to be prepared to speak to between 60 and 200 participants.
6. You are required to register for the conference and, should your proposal be accepted, will automatically receive the early bird member rate. In the spirit of professional sharing among peers, we do not pay registration costs or make payment to presenters who are selected to speak through this Call for Proposals.

In acknowledgement of the contribution made by selected presenters, ICF Australasia will:
 - a. provide a unique professional opportunity to participate as our guest at the Open Space Forum on the preconference day, 2 October 2007.
 - b. Have each concurrent presenter's photograph, biography and website link displayed on the ICF Australasia Website
8. You must provide references for 2 people who have heard you speak and 2 references who have hired you to speak.
9. An audio or audiovisual recording is desired as part of your proposal but not mandatory. If you include a tape it does not need to be on the proposed subject matter but does need to be of an **actual presentation** not a description of the presenters speaking skills. If your proposal is for a Coaching Demonstration or includes a coaching demonstration, then the proposal ideally should contain an audio or audiovisual recording of an actual coaching session. Please note supplied recordings will not be returned.

10. Selling products, services or training is not acceptable in your session. Persons submitting proposals perceived as selling services, products or training are invited to participate as an exhibitor or sponsor, and sell their products or services in the specially marked areas or in the conference bookstore.
11. Proposals from non-ICF members are welcomed. Individuals are invited to join the ICF in order to take advantage of member rates and benefits. In the event that a member and a non-member submit proposals for sessions that appear similar, preference will be given to the ICF member.
12. We reiterate that our intention is to provide new, innovative and challenging ideas to the participants and so, we ask that you identify whether your material has been delivered at any other conference or event in the Australasian Region, within the last year or may be presented prior to the 2007 ICF Australasia Conference. Peer-reviewed research presentations are exempted from this requirement.

Selection Process

Submissions are considered using a peer review process. The Conference Programme Team members review proposals and make recommendations to the Conference Chairperson. The ICF Australasia Conference Planning Team Leaders and the Conference Chairperson make a recommendation of the conference programme to the ICF Australasia Board of Directors for acceptance.

Selection Guidelines

We seek sessions that:

- Provide interaction enabling participants to be actively involved in the learning process
- Directly relate to the conference theme, "Creating the Future... Today!"
- Challenge, stimulate and inspire participants' thinking and methods to create insight and innovation
- Provide practical take-away materials, references or resources in the session handouts
- Enable participants to connect with colleagues, exchange ideas, create plans and take action to make a difference in the world before they even leave the conference
- Demonstrate a clear link of the content of the workshop to the title and session description
- Engage and inspires experienced coaches and mastery level coaches
- Spark participants' energy, guides them to think BIG, make connections and take action even before they leave the conference
- Are facilitated (and not lectured) by passionate and experienced presenters, who are experts on their topic and presentation processes
- Are facilitated by presenters using unique, innovative, community-building group processes

continued page 8

- Incorporate exciting, enhancing audio-visual material and/or technology of the future
- Are from ICF or non-ICF members. Individuals are invited to join the ICF in order to take advantage of membership rates and benefits. In the event that a member and a non-member submit proposals for sessions that appear similar, preference will be given to the ICF member.

Selection Criteria

Content (50% of total score) will be reviewed for:

- Clearly stated objectives (what learning will occur, ICF core competencies addressed, innovative tools, techniques, knowledge, researched theories, resources, support provided to participants to be their greatest)
- Global appeal (relevance to the international coaching community and impact on the international community)
- Relevance to conference theme
“Creating the Future...Today”
- Relevance to the underlying themes

Innovation: Challenging, enlarging, shifting and generating new thinking

Call to action: Inspiring and instigating immediate action to impact the world through coaching

Credibility of the profession: Showcasing and supporting research, professional development and standards

Global focus: Inspiring coaches from around the globe to join us and to make a difference in the world

Connectedness and camaraderie:

Supporting and inspiring each other

Focus on senior level coaches: Creating a unique forum for experienced and interested coaching to advance our thinking, action, spirit and profession

Social consciousness: Supporting and participating in the development and enrichment of people in need of assistance

Sustainable resources: Using our resources responsibly

Process (25% of total score) will be reviewed for:

- Instructional methods
- Degree of participant involvement: active learning, participatory experience, spirit and connection developed among participants
- Degree to which the participants are inspired and supported to think BIG
- Degree to which participants are inspired and supported to take action in the session, during the conference or following the conference
- Feasibility of the programme design to fit in the time frame chosen

Personal Information (25% of total score) will be reviewed for:

- Experience speaking, coaching or practising in the profession relevant to your topic
- Video/Audio Demonstration
- Results from reference check

Submission Form for ICF Australasia 2007 Conference

"Creating the Future...Today!" 2 – 5 October 2007

Please complete this cover sheet for the proposed Track Session

1. Session Title

2. Topic Stream (tick no more than 2):

- | | |
|--|---|
| <input type="checkbox"/> Coaching for Business and Organisations | <input type="checkbox"/> Using Technology to Enhance Coaching |
| <input type="checkbox"/> Building Ourselves and our Coaching Practice | <input type="checkbox"/> Making a Difference Globally |
| <input type="checkbox"/> Coaching to Incorporate Spirituality and Energy | <input type="checkbox"/> Building Professional Credibility |

3. Format Percentage of time during the session that will be:

(identify all relevant formats as percentage of total presentation to equal 100%)

- | | | |
|--|--|---|
| <input type="checkbox"/> Speaking | <input type="checkbox"/> Interview | <input type="checkbox"/> Open dialog/space |
| <input type="checkbox"/> Demonstration | <input type="checkbox"/> Questions & answers | <input type="checkbox"/> Computer/network/video broadcast |
| <input type="checkbox"/> Debate/Panel discussion | <input type="checkbox"/> Individual reflective, journalling time | <input type="checkbox"/> Practice/application activity |
| <input type="checkbox"/> Simulation | <input type="checkbox"/> Case Study | <input type="checkbox"/> Action planning for the future |
| <input type="checkbox"/> Game/Contest | <input type="checkbox"/> Role play | |
| <input type="checkbox"/> Others. Please specify: | <input type="text"/> | |

4. Participant Interaction: Percentage of time during the session participants will be:

- listening interacting with other participants

5. Equipment Requirements:

- Flip Chart Overhead Projector LCD Projector DVD Player
- Other. Please Specify:

6. Room Set-up Style: All rooms will be set up chairs only style. If you have a special request, please indicate below in priority order (1= most desired). We apologise if we can not meet your room requirements but will do all we can to accommodate your request.

- Cabaret (round tables) open space U shape chairs only

7. Target Audience Level (Tick one)

- Experienced Master

8. Preferred duration of session (Tick one)

- 60 minutes 90 minutes Either 60 or 90 minutes

9. Session Objectives: Please state clearly what the participant will be able to do differently as a result of your session (to be included in conference programme and website).

10. Session Description: Please provide a 75-word description of the session content (to be included in our conference programme and will appear on the website). Please do not use abbreviations or acronyms in your description:

11. Target Audience Focus: How will this session engage, inspire and challenge the target audience (experienced or master)?

12. Uniqueness: How is this topic unique?

13. Post-Session Value: What valuable tools, take-aways or materials will be given to participants that they will find practical, insightful, and/or easily usable?

14. Link to Theme: How is this content linked to the conference theme "Creating the Future...Today"?

15. Supporting Foundation: Which underlying theme(s) does this session support? (Check all that apply)

- Innovation: Challenging and generating new thinking
- Call to action: Impacting the world through coaching
- Credibility of the profession: Research, professional development and standards
- Global focus: Inspiring coaches from around the world to join us
- Connectedness and camaraderie: Supporting and inspiring each other
- Focus on senior level coaches: Advancing our thinking, action and spirit
- Social consciousness: Creating synergy by honouring diversity
- Sustainable resources: Using our resources responsibly

16. Description: How does the session support these theme(s)? (Respond for each underlying theme chosen above)

17. Speaker Motivation: What is your personal motivation for presenting at the ICF Australasian 2007 Conference?:

Submission Cover Sheet for ICF Australasia 2007 Conference

Session Title:

Presenter's name:

Co-presenter name (if applicable): *(Please complete one of these pages for each presenter)*

Organisation/Business Name:

Address:

City: State/Prov: Zip/Post Code: Country:

E-mail Address: Web site:

Fax Number: Daytime phone: Evening phone:

ICF Member Yes No ICF Membership Number:

Local ICF Chapter Affiliation:

ICF Coaching Accreditation: ACC MCC PCC

Other professional accreditation relevant to coaching:

Previous ICF Conference Presentations: (Title, Location, Year, Format):

Presentation Experience (Title, Event, Date, Target Audience, Format):

Professional Publications, materials, services related to or referred to in your session topic:

Short Biography (one for each presenter)

Please include a biography of 100 words maximum focusing on your experience, your spirit and your topic as you would like it to appear in the programme:

Name:

Title:

Organisation:

Biography:

Complete Biography (one for each presenter)

Please include a CV of up to 800 words to provide background information of you as a person, a professional and a presenter:

- Education/Training
- Work History
- Experience as a Coach
- Other Relevant Professional Experience
- Important Life Lessons
- Aspirations in Life
- Publications
- Awards, Honours
- Relevant Personal History

How many years of coaching experience do you have or how many years of experience in a field relevant to coaching do you have?

Coaching: 1-2 years 2-4 years 4-10 years >10 years

Field relevant to coaching: 1-2 years 2-4 years 4-10 years >10 years

Please specify Field:

Please provide a digital photo of yourself for the programme (supply as .jpg – Name of the file = your name)

Photo attached: Yes No

References (Please complete one page for each presenter)

Please provide the following information for two references (per presenter) who have hired you to present and two references (per presenter) who have participated in your presentations.

Name:

Title:

Organisation:

Relationship to you:

Phone number (Day):

(Eve):

Email address:

Postal Address:

Title of Presentation/Facilitation:

Date of Presentation/Facilitation:

Evaluation of Session: (if available)

Name:

Title:

Organisation:

Relationship to you:

Phone number (Day):

(Eve):

Email address:

Postal Address:

Title of Presentation/Facilitation:

Date of Presentation/Facilitation:

Evaluation of Session: (if available)

Name:

Title:

Organisation:

Relationship to you:

Phone number (Day):

(Eve):

Email address:

Postal Address:

Title of Presentation/Facilitation:

Date of Presentation/Facilitation:

Evaluation of Session: (if available)

Name:

Title:

Organisation:

Relationship to you:

Phone number (Day):

(Eve):

Email address:

Postal Address:

Title of Presentation/Facilitation:

Date of Presentation/Facilitation:

Evaluation of Session: (if available)

Continuing Coaching Education (CCE)

Continuing Coaching Education (CCE) are formal courses and seminars that teach skills or tools directly related to ICF Core Competencies, the personal development of the coach, the development of the coach's practice or other skills or tools that are directly applicable to coaching.

A Continuing Coaching Education Unit (CCEU) is defined to be an element of time with one (1) CCEU being the equivalent of sixty (60) minutes of direct educational contact.

As part of the call for proposals, we request that you complete the following information for CCE Units.

Title and Description of Programme:

How does the presentation align with ICF core competencies?:

(A copy of the core competencies can be found at: <http://www.icfaustralasia.com/ICFCoreCompetencies.php>)

Presenter:

Presenter's Qualifications:

Submission Agreement for ICF Australasia 2007 Conference

Session Title:

Speaker Name:

In submitting my proposal I agree to:

- Work closely with conference organisers in advance of the conference and adhere to deadline dates;
- Work cooperatively to refine the presentation to meet conference theme and programme requirements;
- Make no substantial changes in content, format, audio/visual needs, room set-up, identity or number of presenters (if a joint presentation is offered) without prior approval of conference organisers;
- To only present original ideas or information for which you have author permission, copyright or intellectual property agreement
- Provide high-quality handouts by the date requested for duplicating and/or an electronic version to be provided for participants;
- Give permission to ICF Australasia to duplicate, distribute and sell copies of my presentation materials and video recording on CD-ROM;
- To recognise that a conference presentation is an opportunity to share information and is not a showcase for promotion of a business, practice, or product;
- To tailor their content and remarks to uphold the dignity of individuals participating in the conference and to reflect a spirit of inclusion, respect, and support.
- To respect ICF Australasia as the sponsoring organisation with either positive or neutral comments from the platform.
- To register for the conference and receive the early bird member rate. In the spirit of professional sharing among peers, we do not pay registration costs or make payment to presenters who are selected to speak. We may offer a partial refund on the registration fee.

Date: