

Call for Proposals to Host the ICCE Global Coach Conference 2029

The International Council for Coaching Excellence (ICCE) is looking for an institutional partner to host the 17th Global Coach Conference in 2029.

1. Proposal and announcement

Every two years, the **International Council for Coaching Excellence (ICCE)** Global Coach Conference brings together coaches, coach developers, researchers, sport scientists, technical directors and sport administrators to address issues in coaching, to learn about new coaching research, and to share experiences with the top coaching development experts in the world. The GCC may be combined with a national event in the host country

Formal proposals to host the conference must be submitted to the ICCE Office (General Secretary Dr. Ladislav Petrovic at l.petrovic@icce.ws). The conference must be organised or supported by the ICCE National A member (where available) and at least one of the organising institutions must be an ICCE member.

The following information should be included in the proposal:

- Proposed dates (4 days) and venue
- Title of the conference (in both the national language and English)
- Brief description of the activities of the organisers, their main goals and objectives in hosting the conference
- A short introduction to the hosting institution – history, mission, experience in the field of coaching and coach education, research interests, references, experience in delivering conferences, etc.
- Hosts must provide evidence of their experience delivering previous events and demonstrate their ability to host a global conference.
- Statement that the Local Organisers fully understand and will respect and follow all conditions of the Call.

The proposal must be signed officially by the organising institution.

Proposals are sought by January 31 2027. The ICCE Selection Committee will assess these proposals and may seek further information and discussion. Please inform the ICCE General Secretary Dr. Ladislav Petrovic at L.Petrovic@icce.ws that you are working on the proposal in advance. The ICCE office will be ready to answer your questions and provide support throughout the preparation of your bid.

ICCE Global Coaching Office

Room 109, Cavendish Hall
Leeds Beckett University
Church Wood Ave, Leeds, LS6 3QS, UK
E-mail: office@icce.ws
Phone: +44 (0) 113 812 3251

2. ICCE support for the event

The ICCE will provide the following services to the organisers:

- Support from the ICCE Global Coaching Office
- Technical and scientific advice in creating the conference program
- Announcement on the ICCE website
- Electronic mailing to ICCE members and ICCE contact lists
- Promotion of the event at other functions in which ICCE participates
- Review and selection of abstracts for oral and poster presentations by the ICCE Research Committee
- ICCE will delegate one member of the local organising committee

The ICCE Board will appoint one member of the board or staff responsible for the day-to-day contact between Local Organisers and the ICCE.

3. Duties of the Local Organisers

GENERAL

- All official announcements and invitations should feature the ICCE logo. There must be a direct link from the conference website to the ICCE website. The presence of the ICCE should be visible throughout the whole event.
- In case the ICCE Global Coach Conference is combined with another event, the official title of the conference must be “17th ICCE Global Coach Conference” and the title of the other event will appear as a subtitle.
- The Local Organisers (LO) should promote the International Council for Coaching Excellence and encourage the participants to become members. Membership forms and ICCE leaflets should be included in the conference package. A preferential conference registration fee should apply for ICCE members.
- The First Announcement, including the registration fees, should be developed in consultation with and approved by ICCE
- The program of the conference should be developed together by the Local Organisers and the ICCE. ICCE will coordinate a “call for papers” and has the right to include sessions or workshops for ICCE purposes.
- Local Organisers will provide free meeting facilities for eventual ICCE Board or any ICCE committee or working group meetings either before, during or after the event.

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GUESTS

ICCE family:

The ICCE Board, keynote speakers, committee's/working groups' chairs and the ICCE staff will be offered free accommodation and conference registration as follows:

- 16 members of the ICCE Board – free accommodation for up to 6 nights on average, meals and registration, travel for 5 persons + travel for those who also serve as speakers
- 1 Chair of the Inspection Committee – free registration and accommodation + meals
- 2 Co-Chairs of the Research Committee – free registration and accommodation + meals
- 7 members of the Research Committee – free registration
- Up to 5 ICCE Working Group/Committee chairs – free registration and accommodation + meals
- 3 ICCE staff – free registration and accommodation + meals

In addition, local organisers will provide two flight tickets (economy) and all local costs for the Secretary General for conference preparatory meetings one year and half a year before the event.

Keynote speakers and special guests:

ICCE will suggest 3–4 keynote speakers of international reputation. Free registration, accommodation, meals and a flight ticket should be provided from the conference budget. The ICCE Research Committee will invite one researcher as a keynote speaker at the conference who will also receive free registration, travel, meals and accommodation from the conference budget. ICCE will also propose one keynote speaker who will not require travel assistance (accommodation and registration only). We also suggest creating reserve funds for 3-4 unexpected appearances of VIP guests such as IOC members or IF executives (no travel).

ICCE Board Meeting:

The Board meeting will be held one day before the start of the event, preferably in the hotel where the Board will be accommodated. The meeting will require a designated meeting room for approximately 25 participants with AV and refreshments. The meeting will be followed by the Board Dinner hosted by the organisers.

4. Duration of the conference

ICCE Global Coach Conference normally runs for 4 days and features a combination of plenary and breakout sessions.

5. Registration and registration fees

Local organizers will set up an online registration and payment system which will be operational at least 8 months before the event. Two types of registration fees should be announced: one for ICCE members and another one for non-ICCE members, with the non-member conference fee at least 100 EUR higher. The registration fee normally covers meetings, coffee breaks, light lunches and at least two dinners (one of them the gala dinner).

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6. Accommodation

We suggest offering accommodation in two or three different price categories for participants to choose. Ideally participants make their own bookings (except for the invited guests) and pay directly to the hotels. Local organisers should arrange (if possible) for preferential group rates that are lower than any available internet booking rates.

7. Venue

Conference and accommodation(s) should be in the same building or within a short walking distance. This will make the organisation much more efficient and easier.

The conference will provide meeting rooms as follows:

- Registration/information desk area
- Exhibition/poster area – can also be the place for refreshments
- One plenary room
- 8 to 12 parallel session rooms (depending on the number of participants)
- Rooms for pre-conference meetings such as ICCE Board meeting, working groups' meetings, committee and projects meetings (ICCE projects, Research Committee, Coach Developer Group, etc.)
- Venue must provide free and strong WIFI in all buildings and rooms of the conference

8. Communication, promotion, invitations

Invitations:

Once the agreement is reached on general information such as dates, venue and registration fees, ICCE will be ready to assist with the First Announcement and Call for Abstracts. The deadline for submitting abstracts is ideally 8-9 months prior to the event, with the initial call approximately 11 months in advance.

Website

The conference website will include information such as:

- News and images
- Preliminary program with continuous update
- Abstracts and presentation summaries (eventually also presentations after the conference)
- Online registration and payment
- Accommodation - link to the suggested hotels
- Practical information

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