ICCE
International Council for Coaching Excellence

Call for Proposals for Hosting of the ICCE Global Coach Conference 2019

Every two years the **International Council for Coaching Excellence (ICCE) Global Coach Conference** brings together coaches, coach educators, 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. GCC is usually combined with a national event of the hosting country.

1. Proposal and announcement

The International Council for Coaching Excellence (ICCE) is looking for an institutional partner to host the 12th Global Coach Conference in 2019.

Formal proposals to host the conference must be submitted to the ICCE Office (General Secretary Dr. Ladislav Petrovic at l.petrovic@icce.ws) by March 31, 2017. The conference must be organised or supported by the ICCE National A member (if available) and (at least one of) the organising institution(s) must be an ICCE member.

The following information should be included in the proposal:

- Proposed dates and venue
- Title of the conference (in both national language and English)
- Brief description of the main reasons and goals of the organisers in bidding for the conference
- Short introduction of the hosting institution – history, mission, experience in the field of coaching and coach education, research interests, references, etc.
- Statement that the Local Organisers fully understand and will follow all conditions agreed with the ICCE.

The proposal must be signed officially by the organising institution.

Proposals are sought by March 31, 2017. Selection Committee of the ICCE will assess these proposals and may seek further information and discussion.

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
www.icce.ws

2. ICCE support for the event

The ICCE will provide the following services to the organisers:

- Support of the Global Coaching Office
- Technical and scientific advice in creating the conference program
- Announcement on the ICCE website
- Electronic mailing to the ICCE members and the ICCE contact list
- Promotion of the event during other functions where 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 responsible for the day to day contact between the 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 "12th ICCE Global Coach Conference" and title of the other event will be a subtitle.
- The Local Organisers should promote the International Council for Coaching Excellence and encourage the participants to become members. Membership forms and ICCE leaflets should be included into the conference package. Preferential participation fee should apply for the ICCE members.
- The First Announcement including the registration fees should be consulted and approved by the ICCE.
- The program of the conference should be developed by the Local Organisers but must be consulted with the ICCE Board. The ICCE has the right to include a session or workshop for the ICCE purpose.
- LO will provide free meeting facilities for eventual ICCE Board or any ICCE committee or working group meetings, including the ICCE Research Fair, 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:

- 15 members of ICCE Board – free accommodation, meals and registration, travel for up to 5 persons + travel for those who also serve as keynote speakers
- 1 Chair of Inspection Committee – free registration and accommodation + meals
- 2 Co-chairs of Research Committee – free registration and accommodation + meals
- Up to 5 ICCE Working Group/Committee chairs – free registration and accommodation + meals
- 2 ICCE staff – free registration and accommodation + meals

In addition, please provide two flight tickets (economy) for the Secretary General for a conference preparatory meetings one year and half a year before the event. One of these might be combined (and though financed by) with other events.

Keynote speakers and special guests:
ICCE will suggest 2-3 keynote speakers of international reputation - free registration and accommodation + meals and a flight ticket should be offered from the conference budget. It will be important to invite at least one researcher as a Keynote speaker at the conference. ICCE will also propose one keynote speaker that will not require travel assistance (accommodation and registration only).
We also suggest to create reserve funds for 3-4 unexpected appearances of VIP guests such as IOC members or IF executives (no travel).

ICCE Research Fair
The ICCE proposes to invite a number of key researchers to participate at a special meeting during 2 days before the conference. Usually 50 to 100 people are attending for a small additional fee to the conference registration fee. Hosting organisation will offer free participation in the Research Fair and to the Conference for all ICCE Research Committee members who actively participate in the preparation of both the Research Fair and the Conference.

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4. Registration fees

Two types of registration fee should be announced: one for ICCE members and another one for non-ICCE members (for non-members 100 EUR more which will cover their membership and will be payable to the ICCE). The registration fee normally covers: meetings, coffee breaks, light lunches, at least two dinners (one of them the gala dinner) and airport transfers.

5. Accommodation

We suggest to pick accommodation in two different price categories for participants to choose. Ideally people make their own booking (except for the invited guests) and pay directly to the hotel. Local organisers should arrange (if possible) for preferential group rates that are below any available internet booking rates.

6. Venue

The conference and the accommodation 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
- 6 to 10 parallel session rooms (depending on the number of participants)
- Rooms for pre-conference meetings such as Research Fair, Board meeting (ICCE, ECC, Research Committee, IGLA)
- Venue must provide free WIFI in all buildings and rooms of the conference

7. Communication, promotion, invitations

Invitations:
Once we agree on the general information such as dates, venue and registration fees, we are ready to assist with the First Announcement of the conference and start the promotion based on the A4 one page flyer made mainly for researchers. The deadline for submitting abstracts is ideally end of previous calendar year, i.e. December 2018. Promotion throughout the ICCE network, members and partners will need to start as soon as possible.

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Website

The conference website will include information such as:

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

Leeds, December 2016

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