

ICF Malaysia Chapter Speaker Submission Guidelines

ICF Malaysia welcomes progressive, creative, educational, and diverse speakers and programs for our members.

We are interested in presentations focused in the following areas:

- ICF Core Coaching Competencies (Please [click here](#) for information on the ICF's Eleven Core Competencies to see if your content is a fit for our organization).
- Coaching tools and skills.
- Coaching business development and marketing.
- Personal and professional development of the coach.

Our ideal speaker:

- The speaker is an effective and dynamic presenter who engages audience interest while sharing informative and thought-provoking concepts.
- Speaker is both facilitator as well as presenter.
- Our expectation is that the speaker understands how to deliver their points with simplicity as well as answer questions with ease while staying on topic.
- Preference will be given to speakers who can meet the requirements of ICF for Coach Continuing Education Units (CCEU).

Speaker's guidelines and criteria:

- The speaker's topic must fit into one of the categories listed above and correlate to our [ICF Core Coaching Competencies](#) for Continuing Coach Education Units (CCEUs).
- Presentation topics must be of interest to professional coaches, coaches in training and those interested in the coaching profession or hiring a coach (eg. strategic partners such as human resources professionals, leadership professionals, training professionals, etc.).
- Presentations must take the ICF coaching definition, Ethics & Standards and Core Coaching Competencies into account so that the information presented is directly applicable to coaches and coaching.
- Presentation format to include allowing time for reflection and dialog in order to honour multiple learning styles.
- In-Person presentations by our speakers will be a maximum of 2.5 hours, including Q & A.
- Virtual presentations may be 1 to 2 hours in length, and the date and time for scheduling will be confirmed by the Virtual Program Committee.
- Speaker understands and agrees that the engagement is pro bono (not paid).
- Due to a limited budget, speaker travel or other costs will be at their own expense.
- To maintain the integrity of our meetings, each presentation will contain no self-promotion or sales pitches.
- Speaker will offer 15% discount for any products, services, and events purchased by our members.
- ICF Malaysia member contact information will not be shared with speakers. However, the ICF Malaysia website does list names and information about our professional coach members.
- Speakers may not use the title – Coach – for themselves unless they have received a minimum of 60 hours of ICF-approved coach training.
- Speakers must comply with the ICF Code of Ethics.
- Speakers are required to submit their application sixty (60) days prior to the presentation. Once approved, their information will be posted on the ICF Malaysia website and broadcast via our e-newsletter to promote the presentation.

Speaker's benefits:

- A link to Speaker's website, speaker bio, and description of presentation in our monthly e-newsletter, which goes out to approx. 300 coaches/members.
- Speaker's presentation information is advertised on the ICF Malaysia website during the month prior to your presentation and archived under past events after your presentation.
- Visibility and exposure to our ICF Malaysia membership and community.
- Opportunity to display any of your books, products, service offerings, business cards and promotion materials in our designated resource space/table for our members to review or purchase.
- If you lead a virtual program via webinar or tele-class, we will mention your offerings, products and services.
- Opportunity to purchase and place an advertisement on the ICF Malaysia website and e-newsletter promoting you and your business at 15% discount off prevailing advertising rates.

ICF Malaysia will select speakers based on the needs of our members, our annual program content and individual merits of the speaker and presentation topic.