

Session Application Guidelines

The guidelines below are for the [application form](#) for sessions at the 2021 EMCC Global coaching, mentoring, and Supervision conference. The conference theme is **Redesigning the Future**

This is our 27th conference and we are looking for presenters who combine excellence of delivery with proposals that contribute fresh and different perspectives on coaching, mentoring, and supervision in line with our conference theme.

NOTE: all speakers are required to book and attend the conference (including networking sessions where they can meet delegates and discuss their session)

These guidelines have been put together in order to help you present your application in the best possible way. They are an accumulation of many years of experience in managing applications for our conferences as well as input from feedback from our conference attendees. **Please read them carefully – even if you have applied before and they look like previous guidelines, they have been updated and changed!**

Timescales for applications The next EMCC Global conference is taking place 12-13 May 2021. Although the deadline to submit applications ended on Wednesday 30 September 2020, **we do have some space for further applications to present.** Please check the timetable and speakers, if you see that the subject you want to speak about is not being covered and it fits the 2021 conference theme then please send us your application to present as quickly as possible.

Applications will be evaluated and sessions allocated on a first come first served basis so in order to ensure that you have the best chance of being accepted to present at the conference we advise you to apply as soon as possible.

About the theme The conference theme is **Redesigning the Future**. It's important to note that this is a coaching, mentoring, and supervision conference and your proposal should be about the future with reference to coaching, mentoring, and/or supervision. The following questions might help you to think through your proposal:

Tip: We want to ensure that this conference is relevant for practitioners, sponsors, and purchasers of coaching, mentoring, and/or supervision.

Please ensure you let us know how your presentation will help us to deliver this theme. This should show throughout your application but is especially pertinent to questions 3 and 7. Think through, what would a coach/mentor/supervisor practitioner want to know in term of new skills, how to increase their impact or research/case studies on what's working in terms of coaching/mentoring/supervision.

- What is likely to change in the world (of work and personal lives) that will affect the practice of coaching, mentoring and/or supervision
- How can practitioners introduce a focus on the future in their practice

- What skills and/or tools may practitioners need to prepare their practice for the future
- What can I share with delegates that will enhance their understanding of the future world and how it relates to coaching, mentoring, and/or supervision.

Types of sessions

Virtual This year's conference will be a **virtual** conference with delegates from all time zones. Therefore, as a presenter, **you will need to deliver two different sessions:**

- A live workshop/demonstration (see below) at your designated date and time
- A pre-recorded version (which may be of a slightly different design (as you won't have an audience so any exercises will need to be examples instead of participants completing work). The session should be **pre-recorded and sent to use BEFORE the conference**. Information will be sent to you about the recorded element of your presentation once you have been accepted to speak.

Workshop sessions will be 70 minutes long. All attendees will have several workshops to choose from at any one time and therefore it is impossible to say how many may choose your session. In the past, attendance has varied from 10-100 for any one session. The way you market your session via the information you provide, the title, and the video all contribute to whether someone chooses to attend your session or another.

The style of the session can be in the form of a lecture, an interactive learning session, a joint exploration of the subject or any other format – the choice is yours.

Demonstration sessions can be up to 70 minutes long. Demonstrations are different from workshops in that the majority of the session is given over to a demonstration of a particular mentoring/coaching methodology or technique.

As a guide, sessions of 70 minutes are typically divided into a 15 minute introduction explaining what tool, method, or subject is going to be showcased. Then a 30-minute demonstration (n.b. the 'mentee/coachee/supervisee' can be someone you have prepared or you can call for a 'volunteer' from the audience or you can bring a real client or show video clips of a real session). This should be followed by a 15 minute debrief with the audience. If you aim to deliver a workshop with a short demonstration within it, then please tick the 'workshop' option. Please only tick the 'demonstration' option if the demonstration is the main part of your presentation and you are aiming for at least 30 minutes.

Tip: In the past demonstrations have proved very popular – you can choose to bring a real client with you, bring videos clips of real sessions, or ask a conference audience member to volunteer for your session. Note that if you are choosing the 'demonstration' option then your demonstration must be at least 50% of your session.

Tip: If you are submitting for the mentoring and coaching area, please think carefully whether your session is about mentoring or coaching or really about mentoring and coaching. A common mistake applicants make is to think that by defining their session as both mentoring AND coaching then they will more likely be accepted. Unless a session is truly applicable to both mentoring and coaching, all this leads to are

complaints from delegates who go to a session to hear about coaching whilst it is mainly about mentoring (or vice versa).

Tip: The conference timetable will be divided up into six streams dependant on whether your proposal is for practitioner, organisations, clients, general, related fields or other.

Please think carefully which your session fits into and choose only ONE. If you choose OTHER, please state what this area is and how it relates to the theme.

Tip: At past conferences, delegates have given us feedback that the style of the workshop has not been what they are expecting. Either they wanted to hear more about the subject from the presenter's viewpoint and instead were asked to work on the subject with others in the session (or vice versa) or they were expecting a workshop/joint learning session and received a lecture (or vice versa). Please be very clear when completing the proposal form what style of workshop you are proposing. No one style is better than the other. Please also make sure this is clear in the 200-word description for marketing purposes that we ask you to provide as part of question no 13.

Session length This year's opportunities are for two different categories of 70 minutes each – a workshop on a given subject OR a demonstration on a given subject. Exceptionally we are allowing some presenters to apply for double sessions i.e. a total of 140 minutes. If you would like to be considered for a double session please ensure that you include the rationale for this in section 3 under 'Is there any other information you would like to add to help the selection panel consider your application?'

Tip: Please note that although a total of 70 minutes is allowed for each session you need to make allowance at the start for people to get to your room and settle down, as well as for time at the end for people to complete their evaluations. You should time your session to last no more than 60 minutes. You need to end your sessions on time (it's the biggest area of negative feedback that presenters receive – not finishing on time).

Speaker information Information about the speaker(s) is just as important to the selection panel as information about the session you are proposing. Selecting a session is a balance between 'is this session content of interest to the delegates' and 'can this presenter engage the audience and deliver this session in an interesting way'.

We want to encourage new presenters as well as those who have experience of presenting. If you haven't presented at a conference before then consider how you can show that you have the presentation skills necessary to do so.

Tip: Our delegates tell us that sessions delivered by more than one presenter are often more interesting than those delivered by just one presenter. Do think about who else could present with you and include the details of your co-presenters here. Presenting with a client also increases your chances of being accepted as a speaker.

However, please ensure that your co-presenters are committed to presenting with you should you be chosen. In the past we have noticed that applications are sent in with more than one presenter's name. However, nearer the time only one presenter is left to do the presentation. Without wishing to appear

cynical, please don't 'pad' out your presentation with extra presenters, just to improve your chances of being selected, if you have no intention of them actually attending the conference! If one of your presenters resigns from presenting prior to the conference your whole session may be withdrawn.

How much information should I give? The more details you give the better the Conference Selection Panel will be able to decide whether to accept your proposal or not. A couple of lines are not sufficient. Imagine someone reading this who has no knowledge of you or your work and has to compare it to 100+ other applications. What would you want to know to help them make a decision? As a guide we would expect between 300-500 words per box.

Please note you MUST NOT use the session to sell – whether this is a book, tool, your company or your services. Presenters who do this get the lowest marks on feedback forms and are unlikely to get chosen by EMCC to present again. If you are presenting a technique or methodology that you or your organisation has created then it needs to be research/evidence based – please tell us something about your research/evidence in your application.

If you would like more information or have a specific query about your application please contact administrator@emccglobal.org who will be able to help you. We are sorry but we are only able to accept communication by e-mail at this stage.

How to apply Click on this link to [download the presenter application form](#)

In the past some people (mostly MAC users) have occasionally had problems completing the form (which is a pdf form). If this happens to you please copy the headings and submit as a word document.

Applications will be evaluated and sessions allocated on a first come first served basis so in order to ensure that you have the best chance of being accepted to present at the conference we advise you to apply as soon as possible.

In the past there have been occasional problems with non-receipt of speaker applications. You will receive an e-mail acknowledging receipt of your speaker application within two working days of us receiving it. If you do not receive this acknowledgement please e-mail administrator@emccglobal.org

What to include in your application

- A high-resolution head and shoulders photograph with your application. High resolution means a minimum of 500kb
- Your time zone (so we can allocate you to the most appropriate session)

Audience numbers and room layout In April 2019 the annual conference had 590 delegates, in May 2020 our aim is to exceed this to achieve 800 delegates (our 2020 conference was forced to be moved to a virtual one where we were able to accommodate 753 delegates). With 4-5 parallel sessions if the delegates split themselves equally you can expect around 160 people in your audience. The reality is that you could have more or less than that number but will not know until the session starts. You need to therefore consider the format of your session and allow for an expected 160 people in your audience. We CANNOT accept applications where you want to limit the number of people in the audience.

All the rooms will be set up theatre style. We have some, minimum, capability to set up 1 out of the 5 breakout rooms in another format (cabaret, semi-circles, etc). If it is crucial to your session that your layout is other than theatre style you **MUST** include this on the application form in section 3 under Tell us how you plan to run your session (content, style, format etc). Requesting an alternate layout may limit the possibility of you being chosen to present depending on logistics. We will **NOT** be able to accept requests for different layouts after your session is accepted.

Selection process All the applications will be considered by our Conference Selection Panel, made up of EMCC academics and practitioners globally. There is a separate panel for each of our conferences (annual, research, mentoring etc). The panel will specifically be looking for evidence of original thinking and ideas, as well as whether your proposal fits our conference theme. We will let you know the outcome within a few days of the closing date and we will need to receive confirmation of our offer to present at the conference by return (note that by submitting your proposal you are indicating your willingness to present/attend if chosen).

Please note that as well as subject matter, conference theme fit, and presentation experience, we also need to consider whether other applications on the same subject have been scored the same or higher than yours by the Conference selection panel – we can't have five sessions on the subject! We also take into consideration the spread of countries presenting at the conference aiming to ensure that they reflect the conference attendance and are not dominated by one country. Finally, we also need to ensure that speakers (no matter how good) are not repeatedly presenting at each conference. Taking all of this into account means that there is a possibility that no matter how good your application it may not be chosen for the conference.

Conference papers As part of your conference role when accepting the offer to present a session at the conference you also agree to send in a paper that supports your session. This paper will be included within the Conference proceedings as a downloadable document from the EMCC website (accessible by conference participants). The paper will include the content of the session and the theoretical background etc so that those not attending my session can also read it - it will not be simply the PowerPoint slides or a repeat of the session description. You can also submit your PowerPoint slides or other supporting papers if you want to.

This paper needs to be sent in one week **BEFORE** the conference. More information about the format of the paper and deadline for submission will be sent to speakers once they have been selected.

Conference video A short video from each of the presenters is available for all delegates to view on the conference app before and during the conference. This allows delegates to make a more informed decision as to which of the 4-5 consecutive sessions they should attend. Your video will need to be 20-30 seconds long (it can be shorter but not longer!) and will introduce you and your session. It does not have to be professionally produced and can be easily made using a camera or phone with video facility – you can even use a video cam and software such as Skype. More details will be sent to you when your session is accepted. We need to receive this video a minimum of **ONE MONTH** after you have been selected to speak at the conference.

Attending the Conference Delegates enjoy being able to network with and discuss sessions with presenters in the breaks. We know that presenters who attend the conference get more out of their investment through the networking opportunities.

We are not able to offer free places for presenters as we consider it unfair that the cost of conference presenters' attendance should be subsidised by delegates. EMCC aim to price the conference in such a way that the maximum number of practitioners, sponsors, and buyers can attend – whatever their budget. We therefore start our pricing early with very generous and inventive discounts. The price rises nearer the conference.

You MUST book your ticket within ONE MONTH of being selected to speak or your speaker offer may be withdrawn. There will be very generous offers throughout September, October, and November that you will be able to choose from.

Other presenters To create a wide choice of sessions for delegates to attend, we ask that you also think of 2 or 3 speakers, organisations, coaches, mentors, or supervisors with whom you have been impressed. Please encourage them to apply to run a conference workshop or demonstration. You can forward this e-mail to them or ask them to download the information from our website www.EMCCconference.org. You don't have to be an EMCC member to speak at our conference. Rest assured this will not lessen your chances of being selected as a speaker.

What next? Make sure your application reaches us as quickly as possible. We will confirm receipt of your application by email within two working days – if you don't receive the confirmation then please get in touch! **We'll let you know the outcome of your application within five working days.** We'll follow this up with further detailed instructions on how to prepare for the conference and how to make the most out of your speaking opportunity.

We look forward to seeing you at the 27th EMCC Global Coaching, Mentoring, and Supervision Conference in"

A handwritten signature in black ink, appearing to read 'Irena Sobolewska'.

Irena Sobolewska
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