



PROFESSIONAL ORGANIZERS IN CANADA

**NATIONAL CONFERENCE**

## **Professional Organizers in Canada**

### **2018 National Conference**

**A Harvest of Opportunities – *Refresh, Renew, Recharge***

### **CALL FOR COACHES**

### ***Submission Details & Terms***

Event: POC 18th National Conference  
Dates: October 25 – 27, 2018  
Location: Kelowna, British Columbia, Canada  
Theme: A Harvest of Opportunities – *Renew, Refresh, Recharge*

**Submission deadline: May 18, 2018**

## **Background:**

**Professional Organizers in Canada (POC)** is a not-for-profit association.

POC members are the most influential decision-makers in the Canadian organizing industry: entrepreneurs, consultants, trainers, speakers and coaches who procure, provide and recommend products, services and brands to clients.

Professional organizers (POs) provide organizing services and products to clients / consumers in residential, home office, business and corporate settings, as well as to not-for-profit organizations (NPOs), charities, educational institutions and government agencies.

**POC's 2018 National Conference will focus on  
A Harvest of Opportunities – *Refresh, Renew, Recharge***

**Share your experience, knowledge and expertise!**

Our 2018 National Conference will provide professional organizers from across the country with the opportunity to expand their knowledge base, grow their businesses and share ideas, through educational sessions, networking and exposure to industry suppliers and resources.

POC's National Conference Committee (NCC) is seeking new, interesting and high-quality coaching proposals. While it is not a requirement to be a certified coach, preference will be given to those who carry a coaching designation.

The 2018 conference program will be selected from proposals received by **Friday, May 18, 2018**.

The NCC welcomes proposals from qualified individuals and organizations, including members of POC, NAPO and ICD.

### **CFP SUBMISSION DETAILS**

Conference participants will sign up for appointments at the conference registration desk beginning Thursday, October 25, 2018. They will present a problem to you and your role will be to assist them in discovering possible solutions.

Appointments will be booked in 20-minute intervals (15 minutes for the actual session and 5 minutes transitioning to the next appointment). Our team will provide you an appointment schedule prior to the start of the session.

Please click on the link below to access the POC 2018 CFC submission form:

<https://www.surveymonkey.com/r/XCD7JSS>

**Submission Deadline:** Friday, May 18, 2018

### **Appointment Details:**

The POC Coach's Corner will take place Friday, October 26, 2018 from 8:00 am – 10:00 am and 12:00 pm – 3:00 pm. Semi-private discussion groupings within the conference meeting spaces have been secured for appointments.

### **PROPOSAL TERMS**

By submitting a proposal to POC:

1. I understand my proposal(s) will not be considered if not received by the above stated deadline.
2. I understand a submission implies my commitment - should my proposal be accepted - to participate in the POC Coach's Corner at the time/date as confirmed by the POC National Conference Committee (NCC).
3. I understand that I will receive an honorarium in the amount of \$200.00 upon completion of my coaching appointments.
4. I understand I am responsible for all expenses including meals, personal travel and accommodation expenses (although the POC hotel group rate will be made available), as well as any appointment expenses.
5. I understand there will be a POC Expo at which I may, if desired, rent a display table at my own expense.
6. Upon acceptance of my submission, I will provide my professional bio and a hi-resolution head shot for use in conference marketing materials.
7. I understand my marketing materials may be made available at my coaching site and a stand-alone banner may be displayed.
8. I will accept the total number of participants that sign up for my coaching appointments, with the understanding the maximum number of coaching appointments is six (for 8:00 am – 10:00 am time slot) or nine (for 12:00 pm – 3:00 pm time slot).

Successful candidates will be notified by June 30, 2018.

**Call for Coaches inquiries should be directed to Georgina Forrest, Program Lead, at [conferenceprogram@organizersincanada.com](mailto:conferenceprogram@organizersincanada.com)**