



 COLUMBIA UNIVERSITY
2018 COACHING CONFERENCE
SYSTEMIC COACHING:
WHOLE-PERSON | WHOLE-ORGANIZATION ENGAGEMENT

3RD INTERNATIONAL COLUMBIA COACHING CONFERENCE

October 17 – 19, 2018 | Campus of Columbia University | New York City | USA

Call for Conference Chair, Operations and Events Planning

CONFERENCE THEME

The 2018 conference will explore coaching from a *systems perspective* with an eye toward promising practices focused on “whole-person” and “whole-organization” engagement. This expanded view of coaching, that includes working with individuals, dyads, groups, teams, and entire organizations, seems very appropriate in the VUCA world in which we live.

CONFERENCE CHAIR, OPERATIONS AND EVENTS PLANNING

We are currently seeking a volunteer to fill a critical leadership role for our 2018 conference, Chair, Events Planning and Operations. This role will be part of the conference steering committee and will work directly with Dr. Maltbia and the two Conference Chairs (i.e., Dana Kirchman, Practitioner Co-Chair & Fernando Yepez, Academic Co-Chair).

Ideal Profile

The following is an ideal profile (listed in priority order):

- Events management/project management experiences in conference planning and/or on-site operations (e.g., budgeting and financial tracking; logistics; registration; coordinating vendor showcase vendor/exhibitor planning; and engaging in various on-site assistance activities intended to foster professional networking and promote a productive learning climate);
- Leadership of volunteer workforce and communication with university staff;
- Teamwork and cooperation (i.e., working with the other members of the steering committee/conference leadership team) – partnering;
- Focus on execution, deliverables and follow-through;
- Participation in the planning, execution and evaluation of similar conferences with a combined academic/practitioner focus; and
- Graduate of the entire Columbia Coaching Certification Program preferred, yet not required (including ACI and complete documentation process).

CONFERENCE CHAIR, OPERATIONS AND EVENTS PLANNING

Ideal Profile (continued)

NOTE: while experience with conferences/large-scale events is preferred, the core capabilities needed for this leadership role relate to operations, so transferable skills in *planning, organizing, budgeting* and *monitoring*; with a talent for *attention to detail, systems/big-picture thinking, multitasking* are welcome.

Key Areas of Leadership

The Chair will have responsibility for staffing and overseeing the activities of 3 core sub-committees of coaches, other talent management professionals, and student volunteers, in partnership with Columbia Event Planning resources:

1. Budgeting and Registration (i.e., tracking and controlling costs; overseeing online registration systems, working with the conference Budget leader);
2. Conference Experience (e.g., recommending area hotels, cultural events on campus and NYC, post-conference survey, etc.); and
3. Onsite Operations (e.g. technology/AV, catering, scheduling, venue set-up, venue signage and flow, speaker support—including managing a team of co-chairs and members) | these volunteers will be responsible for:
 - a. Promoting a productive working relationship with the Columbia Academic community including faculty, personnel and staff as it relates to operations matters the conference
 - b. Setting up and staffing the registration desk for the duration of the conference;
 - c. Checking each plenary and break-out session room to ensure room setup, audio-visual equipment and signs (information boards, room allocation signs, etc.) are operational (on day of conference);
 - d. Greeting and registering on-site attendees, distributing conference materials, collecting business cards; and
 - e. Responding to general inquiries regarding program, facilities, local information, and so on.

Call-to-Action | Expression of Interests

Our belief is that in addition to having a great program with world-class key-note speakers, peer-led break-out sessions, and plenty of opportunities for networking, events planning, and logistics plays a key role in the overall conference experience of participants and speakers—making this an essential leadership position for our 2018 Conference.

If you are interested in being considered for this critical service for both the Columbia Coaching Program and the Columbia Coaching Learning Association's largest bi-annual event, please forward a professional bio or resume to: Fernando Yopez, Ph.D. (via the email below) by no later than Friday February 16th, 2018: (fernando.yopez@pwc.com)

Thanks in advance for your consideration!