



 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 Program Committee Sub-Chairs

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.

PROGRAM COMMITTEE SUB-CHAIRS

The Program Committee manages the conference content including defining, implementing and selecting content in the four conference categories: (1) Papers, (2) Experiential Learning Sessions, (3) Coaching Demonstrations, and (4) Panel Discussions. We are seeking a volunteer Program Committee Sub-Chair to manage each of these categories.

Each Sub-Chair will work closely with the Conference Program Committee Chair and the Conference Institutional Chair to:

- **Assist and guide** the Reviewers assigned to their category
- **Oversee** the blind peer review process, including the consistent application of the rubric, managing the feedback process, and when necessary, reviewing proposals where Reviewers’ scores are significantly different
- **Recommend** content based on the blind peer review to the Program Committee Chair and the Conference Institutional Chair for final decisions
- **Notify** people of the outcome of their proposal submission
- **Work with** chosen presenters to refine their work to ensure it adheres to the guidelines and is ready in time for the conference

Important Dates

- **Expressions of interest:** By February 23, 2018
- **Notifications:** Sub-Chairs confirmed March 9, 2018
- **Sub-Chair orientation conference calls (2):** March 15 and March 20, 2018
- **Sub-Chair role duration:** March 26 – July 27, 2018

EXPRESSIONS OF INTEREST

Program Committee Sub-Chairs provide a critical service to both the Columbia Coaching Program and the Columbia Coaching Learning Association's largest bi-annual event. We can't manage a conference of this size and complexity, and maintain the highest quality content, without the support of the Sub-Chairs. If you are interested becoming a volunteer Sub-Chair, please read the description of the role requirements below, and then forward the following materials to the Conference Program Committee Chair, Liane Kemp (lkemp@kempstreetpartners.com.au):

- Professional bio or résumé
- Short email on why you are interested in the role, including your response to the key selection criteria (personal profile and experience-related) below

Please note that taking on the role of a Program Committee Sub-Chair does not preclude you from submitting a proposal for the conference, as each proposal is blind peer-reviewed by at least two Reviewers.

The deadline for expressions of interest is Friday February 23, 2018. The Program Committee Chair will meet potential candidates in a video call the following week and into the first week of March. Final decisions will be sent out by March 9, 2018. Note: In parallel we will be recruiting volunteer Reviewers for each conference category.

Sub-Chairs will be expected to attend a 45-minute initial orientation call (Sub-Chairs only) at 4pm New York time on Thursday March 15, and a one-hour follow-up call (Sub-Chairs and Reviewers) at 4pm New York time on Tuesday March 20. As you may have seen, the call for proposals has gone out. If you haven't seen that document, you can find it on the CCLA website using this link [Call for Proposals](#). (Note: Please use Chrome or Firefox as your browser to access the document). The deadline for proposals is March 23. The work of the Program Committee begins in earnest after that!

PROGRAM COMMITTEE SUB-CHAIRS – KEY SELECTION CRITERIA

All Sub-Chairs: Ideal Personal Profile

In addition to the specific experience requirements for each category below, we have found the following personal capabilities support success in the role:

- **Attention to detail:** We aim to have technology in place in January to support the proposal submission process. This should make things considerably more straightforward than with previous conferences. Nonetheless, a level of attention to detail helps! Sub-Chairs need to be across a considerable amount of detail, e.g. which reviewer is reviewing which proposal, who is falling behind the schedule, are the rubrics being applied consistently etc.
- **Organizational ability:** Even though the conference is not until October 2018, the schedule is relatively tight and we are very aware that you lead a busy professional life beyond the conference volunteer roles. The Program Committee Chair will be tracking progress against the overall timelines. The ideal Sub-Chair reflects this in their communications with the reviewers, the people who submitted proposals and in managing their own workloads.

PROGRAM COMMITTEE SUB-CHAIRS – KEY SELECTION CRITERIA (CONTINUED)

All Sub-Chairs: Ideal Personal Profile (continued)

- **Timeliness:** A subset of organizational ability; the conference schedule has multiple deadlines and there will be a need to attend a small number of conference calls. The best Sub-Chairs adhere to the deadlines (their own and those of their reviewers) without needing to be chased, and are prepped and on the calls (or have sent a progress report in ahead of the call in the event they can't be on a call).
- **Communication skills:** The Sub-Chair is responsible for notifying decisions and collating and providing the reviewers' feedback to people who have submitted a proposal (both those who were successful and those you weren't), then working with the chosen presenters to ensure that their materials are ready in time, that they adhere to the conference guidelines regarding format, and to answer the various questions that inevitably arise, especially as the conference dates draw closer. All this requires a deft touch. The ideal Sub-Chair balances honest feedback and chasing people to meet deadlines, with a tone that is open, engaging and encourages participation.

Sub-Chair – Papers: Ideal Experience

As in previous years, the 2018 Conference is a conference for both scholars and practitioners. Papers will focus on the scholarly end of that continuum and are intended to contribute to the body of knowledge of the emerging field of executive and organizational coaching especially in a way that is connected to the conference theme of “Systemic Coaching: Whole-Person | Whole Organization Engagement”. Specifically, papers share findings from qualitative or quantitative research projects focused on the theory, methods and/or impact of coaching.

The Sub-Chair – Papers will ideally have the following experience:

- Be a graduate of the ACI: Cohorts 1 – 18
- Have academic experience (e.g., University Professor, Instructional, and/or Administrator roles, Graduate/Post-Doctoral positions preferred)
- Have experience in the peer review process to select conference content, and/or have reviewed papers for academic journals or conference papers
- Have participated in the planning, execution and evaluation of academically focused content for a well-regarded conference(s)
- Have held a leadership role(s) in a professional association that targets academics (e.g., AOM, AHRM, APA, etc.)
- Have presented a paper(s) at a conference

PROGRAM COMMITTEE SUB-CHAIRS – KEY SELECTION CRITERIA (CONTINUED)

Sub-Chair – Experiential Learning Sessions: Ideal Experience

Experiential learning sessions will provide participants with an opportunity to directly experience an area of coaching practice through creative, interactive formats. The sessions demonstrate the integration of theory and practice, and/or explore emerging technologies and their use in coaching. The sessions are highly interactive, focused on engaging participants in a hands-on manner designed to showcase various practice formats, development methods, innovative solutions, theory application(s), and/or emerging technologies in executive and organizational coaching, especially connected to the conference theme of “Systemic Coaching: Whole-Person | Whole Organization Engagement”.

The Sub-Chair – Experiential Learning Sessions will ideally have the following experience:

- Be a graduate of the ACI: Cohorts 1 – 18
- Have led/facilitated group learning or training workshops
- Have had experience, especially in a leadership role(s), in a professional association that targets coaching practitioners
- Have experience in the peer review process to select conference content, and/or have reviewed papers for journals or conference papers

Sub-Chair – Coaching Demonstrations: Ideal Experience

Coaching demonstrations will provide opportunities for the continuing professional development of coaches, while modeling how theory and research can inform evidence-based practice in connection with the conference theme of “Systemic Coaching: Whole-Person | Whole Organization Engagement”. They bring together a seasoned coach and a current client to showcase a hands-on model or theory of coaching.

The Sub-Chair – Coaching Demonstrations will ideally have the following experience:

- Be a graduate of the ACI: Cohorts 1 – 18
- Have led or hosted a coach demonstration(s)
- Have had experience, especially in a leadership role(s), in a professional association that targets coaching practitioners
- Have experience in the peer review process to select conference content, and/or have reviewed papers for journals or conference papers
- Interest in working directly with master coaches to host demonstrations

PROGRAM COMMITTEE SUB-CHAIRS – KEY SELECTION CRITERIA (CONTINUED)

Sub-Chair – Panel Discussions: Ideal Experience

Panel Discussions bring together 3-4 individuals who represent various perspectives on an emerging topic. An experienced moderator leads a live discussion among panelists and facilitates conversation and inquiry with session participants. Panel Discussions are focused on exploring topics relevant to research, theory, and/or the practice of executive and organizational coaching, especially in connection to the conference theme of “Systemic Coaching: Whole-Person | Whole Organization Engagement” from multiple forward-looking perspectives.

The Sub-Chair – Panel Discussions will ideally have the following experience:

- Be a graduate of the ACI: Cohorts 1 – 18
- Have led or participated in a panel discussion(s)
- Have had experience, especially in a leadership role(s), in a professional association that targets coaching practitioners
- Have experience in the peer review process to select conference content, and/or have reviewed papers for journals or conference papers