



## 4<sup>TH</sup> INTERNATIONAL COLUMBIA COACHING CONFERENCE

October 13 – 15, 2021 | Campus of Columbia University | New York City | USA

### Call for Program Content Reviewers

#### CONFERENCE THEME

Our theme for 2021—Advancing Frontiers in Coaching: Integration | Culture | Transformation—provides a promising vehicle for our learning community of professional coaches, researchers, coach educators and trainers, scholar-practitioners, and members of the broader talent development community to explore and critically examine the central question of the 2021 event: *How do we move towards the edge of our understanding of what coaching is, and co-create what it could be?*

#### PROGRAM CONTENT REVIEWERS

##### The Role

The Program Committee manages the conference content including defining, implementing and selecting content in three conference categories: (1) Papers, (2) Experiential Learning Sessions, and (3) Coaching Demonstrations. The overall Program content is coordinated by the Program Chair, supported by Sub-Chairs for each conference category.

Content in each category is selected in a blind peer review process, with two Program Content Reviewers reviewing each submission. We are therefore seeking multiple volunteer Reviewers for each of these categories. Each Reviewer will:

- **Read** the proposals assigned to them (typically 4-5)
- **Assess** the proposals and assign ratings on a scale of 1-5, based on a rubric that will be provided
- **Provide** a summary recommendation on the proposal to the Program Sub-Chair as well as feedback on the proposal itself.

##### Important Dates

- **Expressions of interest:** By February 23, 2021
- **Notifications:** Reviewers confirmed March 9, 2021
- **Reviewer orientation conference calls:** March 16, 2021 (orientation) and March 23, 2021 (calibration)
- **Reviewer role duration:** April - June, 2021

## EXPRESSIONS OF INTEREST

Program Content Reviewers are critical to the success of the conference. Reviewers are the “first line of defense” for the quality and integrity of the Conference; they are entrusted with making sure that the conference is a World Class Event!

If you are interested being a Reviewer, please read the description of the role requirements below and then forward the following materials to the Conference Program Committee Chair, Angela Wright ([angela.wright@coachingedgeglobal.com](mailto:angela.wright@coachingedgeglobal.com))

- Professional bio or résumé including contact information
- An indication of which conference category you would be best suited to review (we will try to balance your interest/experience with the volume of submissions).
- 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 Content Reviewer does not preclude you from submitting a proposal for the conference, as each proposal is blind peer-reviewed by at least two Reviewers and you will obviously not be assigned your own proposal to review!

The deadline for expressions of interest is Tuesday February 23, 2021. Note: We have appointed Sub-Chairs for each conference category. As a Reviewer, your primary interaction will be with the relevant Sub-Chair.

You will need to attend two conference calls. The first is a one-hour orientation call at 4pm New York time on Tuesday March 16 to go over the process, introduce the grading rubrics and the technology platform we will be using. The second call also an hour in duration, is at 4pm New York time on Tuesday March 23. The purpose of this calibration call is to ensure consistent grading against the rubric and discuss what is required in terms of writing developmental feedback.

All applicants should hold these dates in anticipation of notification of appointment. 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 conference website using this link [Call for Proposals](#). The deadline for proposals is April 15. The work of the Program Committee begins in earnest after that!

## PROGRAM CONTENT REVIEWERS – KEY SELECTION CRITERIA

### 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:

- **Organizational ability:** Based on the experience from the prior three conferences, even with the best will in the world, the timeline to complete the reviews is tight and we are very aware that you lead a busy professional live beyond the conference volunteer roles. Meeting the milestones and organizing your work around these is a key component of

success as completion of the reviews on time drives everything else on the Program side of the conference.

- **Communication skills:** Everyone who submits a proposal will get feedback regardless of whether their proposal was successful or not. This feedback is a key part of the ongoing learning process for all and we need Reviewers to write well-constructed, honest, developmentally oriented feedback.

### Ideal Experience

The ideal candidate to be a Content Review will have experience relevant to one or more of the Conference Categories, namely:

- *Papers:* Have academic experience (e.g., University Professor, Instructional, and/or Administrator roles, Graduate/Post-Doctoral positions preferred) and have presented a paper(s) at a conference
- *Experiential Learning Sessions:* Have led/facilitated and ideally designed group learning or training workshops
- *Coaching Demonstrations:* Have led or hosted a coach demonstration(s)
- Have experience in the peer review process used to select conference content, and/or have reviewed papers for academic journals or conference papers

Thank you in advance for your consideration.

**Angela Wright**  
**Program Committee Chair**