

ICW 2026 Members Events Instructions

ICF Ireland — International Coaching Week 2026

How to Register & Share Your Event on the Global Site

ICW 2026 takes place 11–17 May 2026. This is your opportunity as an ICF Ireland member to host an event that reaches a global audience through the official ICF platform at coachingfederation.org.

Step 1 — Confirm Your Eligibility

You must be an active ICF member to post an event. Your login for coachingfederation.org is your gateway to everything — no separate account is needed.

Step 2 — Plan Your Event

Decide on your event format. ICW 2026 events can take many forms, including webinars, conferences, educational workshops, panel discussions, public coaching demonstrations, and pro bono coaching sessions. [International Coaching Federation](https://www.coachingfederation.org) Choose whatever format best suits your audience and availability during the week of 11–17 May.

A few things to decide in advance:

- Topic — what coaching theme will you explore?
 - Format — online, in-person, or hybrid?
 - Duration and date — within the ICW week
 - Audience — open to the public, coaches only, or organisations?
 - Cost — free or ticketed? (many ICW events are free)
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Step 3 — Log In and Create Your Event

Log into the ICF Events Platform using the same username and password as you use for coachingfederation.org. This gives you access to a dashboard where you can create, post, and manage your ICW events. [International Coaching Federation](https://coachingfederation.org)

Once logged in:

1. Navigate to the ICW 2026 Events section
 2. Select Create Event
 3. Complete your event listing — title, description, date, time, format, and registration details
 4. Submit for listing on the global ICW events page
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Step 4 — Promote Your Event

Once your event is live, you have several built-in tools to spread the word:

- Social media — share your event on social media in just a click with built-in shortcut links. [International Coaching Federation](https://coachingfederation.org)
- Automated communications — from registration confirmations to thank-you messages, you can communicate seamlessly directly from the platform. [International Coaching Federation](https://coachingfederation.org)
- ICF Ireland channels — share your event link with ICF Ireland through our newsletter, social media, and member communications so it gets promoted locally too.

Suggested hashtags: #ICW2026 #InternationalCoachingWeek #ICFIreland #CoachingWeek

Step 5 — After Your Event

- Upload slide decks and recordings to ensure your event's insights live on year-round. [International Coaching Federation](https://coachingfederation.org)
- ICF chapters have the ability to send ICW Continuing Coach Education (CCE) certificates through the platform [International Coaching Federation](https://coachingfederation.org) — check with ICF Ireland leadership if your event qualifies.

Key Resources

Resource	Link
ICW 2026 Event Listing & Platform	icf-events.org
ICF Global Site	coachingfederation.org
ICW Organiser Guide	Available in your Chapter Leader & Member Update newsletters

Questions? Contact ICF Ireland or reach ICF global support at support@coachingfederation.org.