

ATD 2024 TechKnowledge Conference FAQs

1. How do I create an account?
 - a. Click "Create Account" on the RFP Site [here](#).
2. How do I save an in-progress proposal?
 - a. Complete the task first or you will lose all of the data you have entered. Then click "Submit."
3. How do I submit a proposal?
 - a. Go to the submission website [here](#) and submit a proposal by May 4, 2023.
4. How do I withdraw a proposal?
 - a. Click [here](#) to view the "how to."
5. When will I find out if my proposal has been accepted?
 - a. Mid-July 2023. This can also be found on the website [here](#) under speaking opportunities.
6. Will I get paid to speak?
 - a. While we are grateful for your time and expertise, delivering an education session is done on a voluntary, unpaid basis.
7. Will I receive an email confirmation once I submit a proposal?
 - a. Yes, you will receive an email confirmation for each proposal submitted.
8. Can I add and/or change a speaker at a later date?
 - a. No, all speakers must be included in the original submission. The submissions are reviewed by program advisors and will be judged based on that submission and speakers.
9. How can I receive a copy of my proposal?
 - a. Log into the submission site and click "preview proposal" below the title of your proposal. Then click "Print." You will be able to print your proposal or save it as a PDF.
10. How many proposals can I submit?
 - a. You may submit up to two (2) proposals per individual or company. If more than two (2) proposals are submitted per individual or company, we will only consider the first two (2) submitted.
11. When are submissions due and can I get an extension?
 - a. Proposals are due May 4, 2023, at 11:59 PM ET. Incomplete submissions will not be reviewed, and we are unable to offer any extensions due to our tight deadline.
12. Do I have to be an ATD member to submit a proposal?
 - a. No, you do not need to be an ATD member to submit a proposal.
13. Do I have to pay to submit a proposal?
 - a. No, ATD does not charge a fee to submit a proposal.