

ATD 2024 International Conference & Exposition RFP FAQs

1. How do I create an account?
 - Click “Create Account” on the RFP Site [here](#).
2. How do I save an in-progress proposal?
 - Complete the task first or you will lose all of the data you have entered. Then click “Save.”
3. How do I submit a proposal?
 - Go to the submission website [here](#) and submit a proposal by July 27, 2023.
4. How do I withdraw a proposal?
 - Click [here](#) to view the “how to.”
5. When will I find out if my proposal has been accepted?
 - Mid-November 2023. This can also be found on the website [here](#).
6. Will I get paid to speak?
 - While we are grateful for your time and expertise, delivering an education session is done on a voluntary, unpaid basis.
7. Will my travel and living expenses be covered?
 - No, a speaker's individual travel and living expenses are at his/her own expense.
8. Will I receive a full complimentary registration?
 - ATD will provide one complimentary full conference registration per speaker.
9. Is Networking Night included in my complimentary registration?
 - No, speakers may purchase a networking night ticket separately if they wish to attend the event.
10. Will I receive an email confirmation once I submit a proposal?
 - Yes, you will receive an email confirmation for each proposal submitted.
11. Do I have to submit a presentation sample?
 - A PowerPoint sample is required to demonstrate your presentation style and the quality of your work.
12. Can I add and/or change a speaker at a later date?
 - No, all speakers must be included in the original submission. The submissions are reviewed by a committee and will be judged based on that submission and speakers.
13. How can I receive a copy of my proposal?
 - Log into the submission site and click “preview proposal” below the title of your proposal. Then click “Print.” Here you will be able to print your proposal or save as a PDF.
14. Do I have to submit a video?
 - New ATD Speakers are **REQUIRED** to upload a video. Please refer to the [video requirements](#). However, all speakers are welcome to submit a video even if you've spoken at ATD previously.
15. How many proposals can I submit?
 - 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.

16. When are submissions due and can I get an extension?

- Proposals are due July 27, 2023, at 11:59 ET. Incomplete submissions will not be reviewed, and we are unable to offer any extensions due to our tight deadline.

17. Do I have to be an ATD member to submit a proposal?

- No, you do not need to be an ATD member to submit a proposal.