

ATD 2027 International Conference & Exposition RFP

FAQs

1. How do I create an account?
 - Click “Join Now” on the RFP Site [here](#).
2. How do I save an in-progress proposal?
 - Complete the task first, or you will lose all the data you entered. Then click “Save.”
3. How do I submit a proposal?
 - Go to the [submission website](#) and submit a proposal by **August 6, 2026**.
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?
 - **Late November 2026**. 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 voluntary and unpaid.
7. Will my travel and living expenses be covered?
 - No, a speaker's travel and living expenses are at their own expense.
8. Will I receive a full complimentary registration?
 - ATD will provide one (1) complimentary full conference registration per speaker.
9. Will I receive an email confirmation once I submit a proposal?
 - Yes, you will receive an email confirmation for each proposal submitted. If not, you can log back into the submission site and click “resend proposal confirmation email” next to your proposal.
10. Do I have to submit a presentation sample?
 - A PowerPoint sample is required to demonstrate your presentation style and the quality of your work.
11. Can I add or change a speaker later?
 - No, all speakers must be included in the original submission. A committee reviews the submissions and will be judged based on that submission and speakers.
12. 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 can print your proposal or save it as a PDF.
13. Do I have to submit a video?
 - New ATD Speakers are **REQUIRED** to upload a video. Please refer to the [video requirements checklist](#).
However, all speakers are welcome to submit a video, even if you've spoken at ATD previously.
14. 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.
15. When are submissions due, and can I get an extension?
 - Proposals are due **August 6, 2026**, at 11:59 ET. Incomplete submissions will not be reviewed, and we cannot offer any extensions due to our tight deadline.

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

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