



2023 ATTACH Childhood Trauma and Attachment Conference Request for Proposal (RFP) - Expense Policy and Other Notes

Thank you for submitting a proposal to speak at this conference. Your time and commitment to improving the lives of others is greatly appreciated.

Proposal Acceptance

- All lead presenters will be informed by e-mail when their proposals have been received. If you do not receive confirmation of receipt within a week of submission, please contact the ATTACH office.
- Acceptance letters will be sent **ONLY** to Lead Presenters. Lead presenters will be responsible for notifying co-presenters of the acceptance of their proposal.

Conference Registration

- To keep down costs for attendees and reach the greatest number of professionals and parents possible, conference registration fees for the lead presenter will be waived for the day they present.
- Co-presenters must pay the full registration fee to attend.
- Travel expenses, meals, hotel accommodations and handouts are the responsibility of the presenters.

Presentation Handouts

- Presenters are expected to bring their own handouts for participants. The approximate number of attendees for your workshop will be provided to you approximately two weeks before the first day of the conference.
- Handouts must be submitted electronically to the ATTACH office **one month before the conference** for posting in our conference app.
- Please refrain from including personal or otherwise confidential information on these materials.

Audio/Visual

- Laptop computers to run presentations are **NOT** provided.
- AV equipment available to presenters is listed above. Please keep in mind that this equipment is very expensive to rent, so please only request what you need. **Any additional equipment requested after June 11, 2023**, will be accommodated, if possible, at the expense of the presenter.
- In most cases, rooms will be set theater style due to space constraints, however we will try and accommodate classroom where possible.