

**Core4 Conference**  
**Call for Proposals (CFP)**  
**Frequently Asked Questions (FAQs)**

1. How do I create an account?
  - a. Click “Create Account” on the CFP Site [here](#).
2. How do I save an in-progress proposal?
  - a. Complete the task first, or you will lose all the data you entered. Then click “Save.”
3. How do I submit a proposal?
  - a. Go to the submission website [here](#) and submit a proposal by February 28, 2025.
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-April 2025. The CFP timeline can be found [here](#).
6. Will I get paid to speak?
  - a. Speakers receive one complimentary hotel night at the conference hotel, and one complimentary full conference registration for this event.
7. Will my travel and living expenses be covered?
  - a. Speakers receive one complimentary hotel night at the conference hotel, and one complimentary full conference registration for this event.
8. Will I receive a full complimentary registration?
  - a. ATD will provide one non-transferable complimentary full conference registration per speaker.
9. Will I receive an email confirmation once I submit a proposal?
  - a. Yes, you will receive an email confirmation for each proposal submitted.
10. Can I add and change a speaker after the CFP has closed?
  - a. No, all speakers must be included in the original submission. An advisory committee reviews the submissions and will be judged based on that submission and speakers.
11. 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.” There, you can print your proposal or save it as a PDF.
12. 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.
13. When are submissions due, and can I get an extension?
  - a. Proposals are due February 28, 2025, at 11:59 PM ET. Incomplete submissions will not be reviewed, and we are unable to offer any extensions due to our tight deadline.
14. Do I have to be an ATD member to submit a proposal?
  - a. No, you don’t need to be an ATD member to submit a proposal.
15. Does my proposal have to work as a hybrid session in order to be accepted?

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- a. Not at all. Only a small number of sessions will be live streamed to virtual participants. So, if your session idea only works well in-person, it's not a barrier to being accepted.
16. Do I have to have conference speaking experience to submit a proposal?
- a. No.