ATD 2026 International Conference & EXPO
Call for Proposals (CFP)
Frequently Asked Questions (FAQs)

Submission Process Questions

1. How do I create an account?
    a. Click "Create Account" on the CFP Site here.
2. How do I submit a proposal?
    a. Go to the submission website and submit a proposal by August 5, 2025 11:59 PM ET.
3. How do I save an in-progress proposal?
    a. As you complete each task, click "**Continue"** at the bottom or top of the task page. Then, on the main CFP page, click **"Save"** at the bottom or top of the main page.
4. How do I withdraw a proposal?
    a. Click here to view the "how to."
5. How will I know if my proposal has been submitted?
    a. You will receive an email confirmation for each proposal submitted. If not, you can log back into the submission site, double check for incomplete tasks, and click "resend proposal confirmation email" next to your proposal.
6. How can I receive a copy of my proposal?
    a. To view or save a copy of your proposal, log into the submission site and click 'Preview Proposal' beneath your proposal title. Then click 'Print' to either print a hard copy or save it as a PDF.
7. When will I find out if my proposal has been accepted?
    a. Late-November 2025. This can also be found on the website here.

Submission Content Questions

1. What if I want to change my session description, learning outcomes, agenda, title, or other information after I have submitted my proposal?
    a. Please log back into the submission site to update your proposal with any necessary changes before the submission deadline. After the deadline, you will no longer be able to make edits. If you prefer not to revise your proposal, you also have the option to withdraw and resubmit.
2. Can I speak at more than one session?
    a. In general, speakers are limited to presenting at one session. However, acceptance to multiple sessions is at ATD's discretion and is not guaranteed.
3. Can I add or change a speaker later?
    a. No, all speakers must be included in the original submission. A committee reviews the submissions, and each submission will be judged based on that submission and speakers.
4. Do I have to submit a presentation sample?

     a. A presentation sample of 4-6 slides (PowerPoint, PDF, Keynote)is required. The sample should reflect the topic you are proposing and demonstrate your approach to presentation visual design.
5. Do I have to submit a video?
     a. All New ATD Speakers are **REQUIRED** to upload a video presentation. Please refer to the video requirements checklist.
6. Do I have to submit a video if my co-presenter is a New ATD Speaker, but I am not?
     a. If you are a returning ATD speaker, you are not required to submit a video, but you are welcome to do so.
     b. Your co-speaker, as a New ATD speaker, **is required** to submit a video sample.

Conference Policy Questions

2. When are submissions due, and can I get an extension?
     a. Proposals are due **August 5, 2025, at 11:59 PM ET**. Incomplete submissions will not be reviewed, and we cannot offer any extensions due to the timing of our review process.
3. How many proposals can I submit?
     a. You may submit up to two (2) proposals per submitter. If more than two (2) proposals are submitted per individual or company, we will only consider the first two (2) submitted.
4. 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.
5. Will I receive compensation for speaking?
     a. All accepted speakers receive a complimentary full conference registration. Speaker registrations are not transferable to another individual.
     b. While we are grateful for your time and expertise, delivering an education session is voluntary and unpaid.
6. Will my travel and living expenses be covered?
     a. No, a speaker's travel and living expenses are at their own expense.
7. Is Networking Night included in my complimentary conference registration?
     a. No, speakers may purchase a networking night ticket separately if they wish to attend the event.