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# FREQUENTLY ASKED QUESTIONS

## Attendees

## Speakers

## Sponsors/Exhibitors

### Attendee FAQs

#### How do I select my workshops?

Select your workshops via the conference app. All registered attendees will receive an email with instructions for downloading the app and building your agenda 6-8 weeks prior to the conference.

#### How do I access workshops and information if I can't access the conference mobile app?

Contact Lori Jo Goff and she will provide you a link to the website version of the app.

#### How do I print or download session materials prior to the conference.

All materials may be printed. We highly recommend waiting until the week prior to the conference to ensure you have the most current materials.

#### Is there a cancellation or refund policy?

Refunds are only given to those cancelling within five business prior to the conference.

#### I've never attended, what should I expect?

Come prepared to network with your peers, make new friends, engage with our exhibitors. Be ready to learn and earn continuing education credits.

#### What is the dress code?

Dress is business casual. Please keep in mind meeting rooms tend to be on the cool side, so plan to bring a light sweater, jacket, or dress in layers.

#### Does the conference offer continuing education credits?

Yes, you can earn SHRM-CP and HRCI credits. Details will be provided on the conference app.

#### Will meals be provided at the event?

Meals will be provided as part of the conference. There will be a variety of alternatives for those with

allergies or special dietary needs.

[What is the deadline to book my hotel room to receive the discounted conference rate?](#)

July 29, 2023

[What is the conference group discount?](#)

- 10% – groups of 5-9
- 15% – groups of 10-24
- 20% – groups of 25+

[Do you offer custom registration options such as one-day, two-day?](#)

The only registration option is 3-day. Multiple attendees will not be allowed to share the 3-day registration.

[Is parking validated?](#)

To learn more about parking locations and pricing visit the Location/Lodging page.

[Can I bring a guest to the Welcome Reception? If so, what is the cost?](#)

Yes, you may bring a guest for \$99.

[Is an exhibit hall-only pass available?](#)

No. There are two ways to participate in the conference – as an attendee or sponsor/exhibitor.

[Is there a conference app?](#)

Yes, all registered attendees will receive information on downloading the app six weeks prior to the conference date.

[Are there options for those who have food allergies and/or dietary restrictions?](#)

There will be a variety of alternatives provided for those with allergies or special dietary needs.

[What if I have a question while attending the conference?](#)

Please visit the Information Booth located near registration. Stop by for questions, directions or anything conference-related.

## Speakers FAQs

[How do I apply to speak?](#)

Call for Proposals open in the fall each year for the following year's conference and close at the end of January.

[When will I be notified if I was or was not selected as a speaker?](#)

Speakers are selected in May each year and you will be notified whether you are selected or not.

[If I'm selected to speak do I still need to register?](#)

No, if selected to speak, we'll register you for the entire conference free of charge.

## Sponsors/Exhibitors FAQs

### When do we set up and tear down our booth?

Move in/Set up: Tuesday, August 29, 8:30 a.m. – 1:30 p.m.

Tear down/Move out: Wednesday, August 30, 3:15 – 5:30 p.m.

### When does our booth need to be staffed?

During all meals, breaks and receptions held inside the exhibit hall.

**FAQs may be printed or downloaded in a PDF or Word document format**