APA Conference Proposal Submission Protocol

- **Identifying a conference of interest**
  - Conference attendance and participation, whether as an attendee or a presenter, should only be when the content is relevant to the advancement of labor, public education and/or otherwise identified as advancing the APA.
  - The conference should present an opportunity for attendees to enhance their understanding and leadership or inform others of methods, tactics, and practices that could advance their union's efforts.
  - Priority is given to our MEA and NEA union affiliate conferences and trainings. However, the APA acknowledges and supports many other venues that provide specialized training and/or offer alternative opportunities to expand upon the professional development offered through our union family trainings.

- **Prior to submitting a proposal**
  - If an APA member wants to submit a conference proposal, full conference details must first be provided via email to the APA President for review and approval. It is also suggested that the APA member interested in presenting at a conference provide the same conference materials to the board during a regularly scheduled board meeting.
  - If there is no response from the APA President within 10 calendar days of submitting the conference for review and approval, the APA member interested in submitting a conference proposal must make a second attempt to inform the President by sending a follow-up email.
  - The President has a maximum of 14 calendar days to review and communicate a decision whether the conference satisfies the criteria outlined above. If there is no response from the President within 14 calendar days from the initial email communication, the conference will be considered approved for the individual to submit a session proposal.

- **When a proposal is submitted**
  - Any individual submitting a conference session proposal is encouraged to work with the appropriate APA subject matter expert prior to drafting and submitting their conference session proposal.
  - The APA President shall be copied on all conference session proposal submissions. When session proposals are submitted using other means than email, the final session proposal must be immediately transmitted to the APA President (within 24 hours) after the proposal has been submitted.
  - The APA member must communicate with the APA President when s/he receives notice whether the session proposal was accepted or declined.

- **Conference attendance**
  - Any APA member must be astutely aware that s/he is an ambassador of the APA at all times while attending and/or presenting at a conference. Professional behavior, appropriate attire, and friendly conduct is expected at all times whether at the conference, at a pre or post conference event, and when outside or offsite with other conference attendees.
  - If an individual is attending a conference or training program as a presenter, *the APA will not provide any financial assistance, release time, or travel subsidy* unless expressly approved in advance by the APA President and in conformity of the APA Travel Reimbursement Guidelines.

- **Post-conference responsibilities**
  - Following conference attendance and participation, the APA member shall present a report (written and/or verbal) at the next regularly scheduled APA Executive Board meeting. The report should present key takeaways, suggestions for future APA involvement, and any additional information relevant to the successful operation of the APA.