# 2023 Parents as Teachers International Conference FAQs

The 2023 Parents as Teachers International Conference is the premier Home Visiting conference, all centered around success in the early childhood arena. Have a question? Find answers to many of the Frequently Asked Questions below.

<table>
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<tr>
<th>Where can I find all the information I need to know about the Conference?</th>
<th>All information that is updated regularly about the conference can be found by visiting <a href="http://www.parentsastateachers.org">www.parentsastateachers.org</a></th>
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| Where is the event located? | The 2023 Parents as Teachers International Conference is once again a hybrid event. Our in-person gathering will be held at the Hyatt Regency New Orleans in New Orleans, LA. Attendees also have the option to purchase a virtual registration where they can view livestreamed content, prerecorded workshops, live workshops and connect on the digital platform.  
Hyatt Regency New Orleans  
601 Loyola Avenue  
New Orleans, LA 70113  
Phone: (504) 561-1234 |
| How do I register for the 2023 Parents as Teachers International Conference? | Registration is done through the Parents as Teachers portal. Click [HERE](http://www.parentsastateachers.org) to sign up |
| What if I need to change my registration type for the conference? | This is not a problem to make this switch, however, the system unfortunately, won’t let us just go into it and make the switch. What has to happen if you want to make this change is email [accountsreceivable@parentsastateachers.org](mailto:accountsreceivable@parentsastateachers.org) and explain to them what you are wanting to do.  
They will need to cancel her registration and you will need to reregister. Not sure how you paid, but if you paid by credit card, accounting can either refund the credit card and you could pay again for the new registration, or accounting could keep the credit, you could choose the purchase order option, and after letting accounting know the invoice number, then they could apply the credit.  
Unfortunately, even though you only want to change to a different registration, the system only allows us to cancel the whole order and have you start over. |
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<tr>
<th>Question</th>
<th>Answer</th>
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| Is there a Group Registration?                                            | As our system is built, each person needs to register individually, and each person needs a profile to be able to register. Also, due to the need to get everyone’s individual answers to dietary/ADA questions, that is also why we need individuals to register themselves.  
If you are wanting to pay for multiple registrations together, each person can select the purchase order option and then whomever is paying, can call the National Center and ask for accounting, and they can help take a group payment over the phone. |
| I registered for the conference, but didn’t receive a confirmation, what do I do? | Attendees can go to My Profile in the Portal and look at your Order History to see their invoices and confirm if your registration went through.                                                                                                                                                                                                                                                                                                                                                      |
| I don’t see a P.O. Option when trying to register?                       | The purchase order is only available to those who are attached to programs. They will need to contact the Affiliate Web Administrator of your program and have them add you.....                                                                                                                                                                                                                                                                                                                            |
| What if I have placed an order in the portal and need to make a change?  | Once the Submit has been hit, they can no longer make any changes. The order is then in Aptify.  
Since it is in Quotation status, I can edit it in Aptify to remove that line from the invoice.  
If an order is paid for or otherwise “shipped” in Aptify (includes use of campaign codes and applied purchase orders), it cannot be changed and would need to be cancelled and re-done. |
| **Are meals included with registration?** | The meals below will be provided to all guests who have registered for the in-person event. Please contact the Conference Team patconference@parentsasteachers.org with any dietary questions.  
- **Monday:** Afternoon Snack Break will be provided; Reception-style food will be provided, and beverages will be available during the evening Opening Welcome Reception  
- **Tuesday:** Continental Breakfast will be available in the morning; Afternoon Snack Break will be provided, and Reception-style food will be provided, and beverages will be available during the evening Exhibitor Happy Hour Showcase  
- **Wednesday:** Continental Breakfast will be available in the morning; Afternoon Snack Break will be provided, and Reception-style food and beverages will be provided during the evening Networking Night Out  
- **Thursday:** Continental Breakfast will be provided in the morning; in addition to the Closing General Session Brunch/Lunch |
| **What meals are not included with registration?** | The meals below will NOT be provided to all guests who have registered for the in-person event.  
- **ALL Lunches** are not provided and will be on each attendee’s own  
- There will be grab-and-go options available.  
- **ALL Dinners** are not provided and will be on each attendee’s own, aside for the Reception style food provided for the Networking Night Out |
| **Are Scholarships available to help me attend the conference?** | Scholarships to the conference become available, only if we have sponsors/donors that make them available. We work hard to identify sponsors that might want to sponsor scholarships for individuals to attend, but we cannot make any promises. We encourage you to try and find sponsors within your community that might want to sponsor your attendance for the annual conference.  
Should we have scholarships become available, we encourage you to check back regularly to our conference website at [www.parentsasteachersconference.org](http://www.parentsasteachersconference.org) in the future to learn if any are available, as that is where we will post application information for scholarships. |
<p>| Question                                                                 | Answer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |</p>
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<td>Are there guest rooms available on site?</td>
<td>Yes. The rate for the event is $249 per night. Hotel booking information is available on the conference website, located at <a href="http://www.parentsasteachersconference.org">www.parentsasteachersconference.org</a></td>
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<td>Are there Government Rate Rooms available?</td>
<td>We have a limited amount of these type rooms at the host hotel, and have secured some more at an Overflow Hotel. In order to get a link for government rate rooms, please email <a href="mailto:patconference@parentsasteachers.org">patconference@parentsasteachers.org</a> and request the link for this special type of room. <strong>Please note: In order to receive a Government Rate room, attendees must work for the government and provide proper government ID when checking in.</strong></td>
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<td>What is the cost of attendance?</td>
<td>The cost to attend the event is based on attendee registration type and any personal travel costs.</td>
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<td>In-person attendance:</td>
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<td>$650 early bird rate until June 30, 2023</td>
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<td>$700 regular rate, June 30 through October 16, 2023.</td>
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<td>Virtual attendance:</td>
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<td>$525 regular rate.</td>
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<td>What content will be available in-person and what will be available virtually?</td>
<td>We are offering MORE options for how to access content and giving attendees access to MORE content.</td>
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<td><strong>On-site attendees:</strong></td>
<td>Can attend general sessions and workshop session live and in-person</td>
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<td>Can attend onsite social networking activities, provided meals, evening activities, and other education opportunities</td>
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<td>Have the option to access a preselected number of workshop sessions virtually during the event itself if they would rather attend them virtually</td>
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<td>Will be able to access ALL on-demand workshop sessions that will be housed on the digital platform for 60 days after the event. All sessions will be uploaded for virtual access starting October 16, 2023, at 4:00 p.m., the start of the conference.</td>
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<tr>
<td><strong>Virtual attendees:</strong></td>
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Can live-stream the general sessions (or view them on-demand later)
Can live-stream Pre-Conference sessions for an extra fee (or view them on-demand later)
Can live-stream a select number of pre-selected workshop sessions during the actual live event.
Will be able to access ALL on-demand workshop sessions that will be housed on the digital platform for 60 days after the event. All sessions will be uploaded for virtual access starting October 16, 2023, at 4:00 p.m., the start of the conference.

*More details on specific sessions and the format in which they will be available will be included in the agenda, which will be available in September.

In summary, ALL attendees will have access to the content from ALL General Sessions and workshop sessions, no matter how they join us at the conference.

What is the cancellation policy for the event?

Because Parents as Teachers National Center, Inc. works hard to make our conference relevant and engaging, we must ask the registrants to adhere to the following cancellation, substitution, and refund policy. Cancellation of registrations must be submitted in writing via email to accountsreceivable@parentsasteachers.org.

- In-Person Registrations cancelled before September 1, 2023, are subject to a processing fee of $150.00.
- In-Person Registrations cancelled after September 1, 2023, are due in full and WILL NOT be refunded.
- Virtual Registrations are subject to a FULL refund up until September 1, 2023. After that, Virtual Registrations are subject to a processing fee of $150.00 if there has been no access to the virtual events.
- Conference registrations can ONLY be transferred to another person by emailing your request to: accountsreceivable@parentsasteachers.org.
  **Please note: We will need to cancel the existing registration and then the new person will have to register.**
- There will be no processing fee assessed for changing from a Virtual Registration to In-Person Registration or In-Person to Virtual.
  **Please Note: There will be no changes allowed after September 1, 2023, due to the deadline for Food & Beverage orders to be submitted to the hotel.**
| **What is the COVID-19 Event Safety Policy?** | In keeping with the organization's duty to care and our responsibility as an event host, Parents as Teachers is guided by best practices recommended by the Centers for Disease Control (CDC). Due to the recent CDC guidance update, Parents as Teachers will no longer require proof of vaccination or negative COVID-19 tests to attend the Event. However, all participants are STRONGLY encouraged to (1) stay “up to date” with their COVID-19 vaccinations including any boosters, and (2) obtain a negative COVID-19 PCR test or rapid antigen test prior to attending the Event.

Coming together has numerous benefits, not the least of which are solidifying and showing care for our community. By attending the Event, participants accept responsibility to act in the best interests of their health, the health of others who attend, and the communities to which they will return after the Event.

As such, participants will:

- Not participate with COVID-19 symptoms
- Depart the Event if COVID-19 symptoms develop.

Parents as Teachers reserves the right to update this safety policy at any time. When the community level is “high,” the CDC recommends that people wear masks for all indoor events. We ask that all attendees respect participants’ personal choices. |

- After the deadlines, in cases of emergency, refund requests will be considered on a case-by-case basis. These requests must be made in writing, by emailing accountsreceivable@parentsasteachers.org. **Requests cannot be made over the telephone.**
- Allow four weeks to process cancellations and refunds and for the review of emergency requests after the deadline.

Cancellation of a conference registration does not constitute a cancellation of your hotel room. Please be sure to handle both separately.
Parents as Teachers will continue to monitor and update safety precautions for the Event and coordinate with trusted national resources, state and local public health agencies, and venues.

Parents as Teachers is committed to creating a safe and healthy environment for all of our attendees, presenters, exhibitors, and staff. However, while vaccinations, negative COVID tests, observance of safety protocols, and exercise of personal discipline may reduce risk, an inherent risk of exposure to COVID-19 does remain in any public place where people are present. Accordingly, you agree to the following:

1. I understand that COVID-19 is an extremely contagious disease that can lead to severe illness and death. I acknowledge my own desire and choice to travel to and participate in the Event, and I assume responsibility for my own well-being and accept the risk of being exposed to, contracting, and/or spreading COVID-19 to attend.

2. Specifically, as a condition of Parents as Teachers allowing my participation in this event, I assume all risks and accept sole responsibility for any injury (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense of any kind that I may experience in connection with attending, and I hereby waive, release, covenant not to sue, and hold harmless Parents as Teachers, its affiliates, and their respective employees, agents, contractors, and representatives from any claims, liabilities, actions, damages, costs, or expenses of any kind arising out of or relating thereto.

3. I agree to follow all instructions and safety precautions provided by Parents as Teachers, venues, and any governing authorities during my attendance at the event including the Event Safety Guidelines listed above. I understand and agree that my failure to do so may result in my being excluded from the Event without refund, reimbursement, or other remuneration.

Registrations are for the specific individual registered and are not transferable. False certification of individuals as paid Parents as Teachers virtual event attendees,
misuse of login information or any method of assisting unauthorized persons to gain access to any Parents as Teachers event is prohibited.

Inappropriate or unauthorized conduct, or access to or use of content or information related to the virtual event, including, but not limited to, its sessions, Exhibit Hall, poster hall, networking events, faculty, exhibitors, or attendees, are prohibited.

Violation of this Policies, as determined by Parents as Teachers in its sole discretion, is grounds for any action that Parents as Teachers deems appropriate, including but not limited to warning the offender, denying the offender access to an Parents as Teachers Event and restrictions from future Parents as Teachers events. Parents as Teachers reserves the right to take whatever action it, in its sole discretion, deems appropriate, with respect to the investigation of any matters related to this Policy.

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<tr>
<th>What is the Code of Conduct Policy for the event?</th>
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<td><strong>Parents as Teachers</strong> is committed to providing a professional, supportive, respectful, friendly, safe and welcoming environment for all participants and Parents as Teachers staff regardless of a person’s race, color, ethnicity, national origin, citizenship status, age, religion, disability status, gender, gender identity, sexual orientation, genetic information, physical appearance, or other characteristic (“personal characteristics”) and any other legally protected classes.</td>
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<tr>
<td>Participants are limited to people 18 years and older. All participants, including, but not limited to attendees, speakers, volunteers, exhibitors, sponsors, Parents as Teachers staff, service providers and others are expected to comply with this Event Code of Conduct. Parents as Teachers expects participants and speakers to uphold the professional and educational purposes of Parents as Teachers and its events by respecting the rights, privacy, safety, and dignity of everyone.</td>
</tr>
<tr>
<td>All participants, including, but not limited to, attendees, volunteers, exhibitors, Parents as Teachers staff, service providers, and others are expected to abide by this Code of Conduct Policy.</td>
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<tr>
<td>Parents as Teachers is committed to supporting educational and scientific dialogue, and to fostering a welcoming community in which all participants can contribute fully. Reflecting these values, Parents as Teachers will not tolerate harassment in any</td>
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</tbody>
</table>
We expect all attendees, media, presenters, panelists, volunteers, staff, guests, exhibitors and service providers at Parents as Teachers organized events help us to ensure that we have a safe environment, and everyone has a positive experience. Anyone violating these rules may cause his or her attendance to be sanctioned and/or expelled from the In-Person Conference or the Digital event platform, without refund, at the discretion of the conference staff.

**Expected behavior:**

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Strive for inclusive, transparent, and open communication.
- Be considerate, respectful, and collaborative in speaking and listening.
- Do not appropriate knowledge shared during this meeting or future collaborations.
- Acknowledge the contributions of others.
- Respect the rules and policies of the Event.
- Comply with the safety protocols prescribed by Parents as Teachers and venues including protocols in place for COVID-19
- Respect all participants’ personal choices with respect to wearing a mask even if others do not wear one.
- Participants will not bring any children under the age of 18 into the Event including the exhibit hall and session areas.

**Unacceptable behavior:**

- Unacceptable behavior will not be tolerated during any portion the Event. Unacceptable behavior includes but is not limited to:
- Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions.
- Individual attacks on others
- Harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability, or other personal characteristics, including those protected by law.
• Real or implied threat of professional or financial damage or harm
• Inappropriate or repeated disruption of meetings or events
• Deliberate intimidation of others
• Photographing, video or audio recording of slides, oral or poster presentations without presenter/author’s permission
• Presentations, postings, and messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. Parents as Teachers reserves the right to remove such messages and potentially ban sources of those solicitations.
• Disruption of presentations during sessions, in the exhibit hall, in the poster hall or at other events throughout the In-Person meeting. All participants must comply with the instructions of Parents as Teachers staff, presiders, or presenters.
• Presentations, postings, and messages may not contain unsolicited promotional materials, special offers, job offers, product announcements, or solicitation of services – with the exception that exhibitors may include these items within the confines of their In-Person or Digital exhibit booths.
• Copying, recording, or taking screen shots of presentations, posters, Q&A, chat room or other content or activities that take place in the virtual space is prohibited.
• Materials presented at the Parents as Teachers International Conference may not be reproduced in any format without the express written consent of Parents as Teachers or otherwise applicable rights holder. Attendees acknowledge and agree that commercial or promotional distributions, publishing or exploitation of sessions, contents, or materials from Parents as Teachers International Conference is expressly prohibited.

Parents as Teachers reserves the right to take any action deemed necessary and appropriate, including immediate removal from the Parents as Teachers In-Person or Virtual event, without warning or refund, in response to any incident of unacceptable behavior. Parents as Teachers reserves the right to prohibit attendance by violators at any future meeting, virtually or in person.

I understand that the Code of Conduct precludes children under the age of 18 from entering the Event space including the exhibit hall and session areas. I assume all
risks and accept sole responsibility for any injury (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense of any kind that may arise from allowing any child under the age of 18 in the Event space including the exhibit hall and session areas. I hereby waive, release, covenant not to sue, and hold harmless **Parents as Teachers**, its affiliates, and their respective employees, agents, contractors, and representatives from any claims, liabilities, actions, damages, costs, or expenses of any kind arising out of or relating thereto.

**Reporting harassment to Parents as Teachers:** Report harassment and disruptive behaviors to **Parents as Teachers** staff at parentsasteachersconference.org.