

## 2023 Annual Conference “Moving Forward” Frequently Asked Questions

**1. When is the conference and what time will it be?**

The conference will be held on October 20, 2023 from 8:00 am until 4:00 pm.

**2. Where will the conference be held?**

The TN-CEC Annual Conference 2023 will be held in person at TN Tech University. The address is Roaden University Center, 1000 N Dixie Ave, Cookeville, TN 38505.

**3. What are the expectations for a TN-CEC Conference proposal?**

The expectation is for all proposals to meet the instructions provided under the Proposal Guidelines. Please check this link for more details: [2023 TN-CEC Conference Proposal Submission Form](#).

**4. What will happen to my proposal once it is submitted to TN-CEC?**

All proposals submitted by the deadline will be evaluated by the TN-CEC Executive Board under the guidance of the TN-CEC Conference Committee. Proposals will be evaluated without identification of presenters. If any part of the Proposal Information or Presentation Information contains identifying details, the proposal will no longer be considered for the conference. Reviewers will ensure that all required aspects of the Proposal Outline were completed within the guidelines. Proposals that meet all of the guidelines will be evaluated and will receive a rating of “Accept” or “Not Accept.” Proposal status will then be sent to the presenters no later than September 16, 2023.

**5. When will I hear if my proposal was accepted?**

Everyone who submits a proposal by the deadline of August 31, 2023 will be notified of the status of their proposal no later than September 16, 2023. **Please note:** If you are not notified by September 16, 2023, please contact Cindy Lang at [clang@cn.edu](mailto:clang@cn.edu) regarding the status of your proposal.

**6. When do I need to register for TN-CEC?**

All presenters need to register by September 30, 2023.

**7. Is there early bird registration?**

Yes. Early bird registration is available until October 5, 2023.

**8. How much does it cost to register for TN-CEC?**

Early bird registration for students and families is \$50, and for professionals \$90. After early bird, the registration fee for students and families is \$60, and for professionals \$100.

**9. Can I register after the early bird deadline?**

Yes, attendees can register up until the event, including at the door. However, we highly recommend registering during the early bird timeframe.

**10. What does my registration include?**

Registration will include a light breakfast, coffee, tea, and a full lunch in addition to admission to all of the wonderful presentations that TN-CEC has to offer!

**11. Do I get a discount by being a CEC member?**

Yes, all CEC members receive \$10 off their registration fee. CEC members will receive an email with information on how you will register (code will be provided).

**12. Is there a group discount?**

Yes. Groups of three or more from the same school system or organization who register together will receive \$10 off of their registration per person.

**13. Can I register using a Purchase Order from my organization?**

Yes. Please be sure to email Callie Welch at [cwelch@tntech.edu](mailto:cwelch@tntech.edu) (Treasurer of TN-CEC) to request an invoice. Make the check to: Tennessee Council for Exceptional Children and send it to the following address: Callie Welch, 150 Jefferson Avenue, Sparta, TN 38583.

**14. Whom should I contact if I have any questions?**

Please email all conference related questions to Cindy Lang at [clang@cn.edu](mailto:clang@cn.edu).

**15. Are there any special rates available at hotels?**

To be determined so stay tuned!

**16. Can I request for my session to be scheduled at a particular time?**

We cannot accept requests pertaining to specific times of presentations. By submitting a proposal, you are indicating your willingness to accommodate your scheduled presentation slot.