

ANNUAL CONFERENCE FAQs

I'm not a member of ANDE – can I still attend?

ANDE gives priority to our members and cannot guarantee a slot for non-members to attend. If you are interested in attending, you may contact Danielle Snowden (danielle.snowden@aspeninst.org) to be placed on a waiting list. If you are interested in becoming a member, please review our [membership brochure](#) and if you'd like to discuss further, contact our Program and Membership Associate, Mina Alemzadeh (mina.alemzadeh@aspeninst.org).

Can my organization bring more than 2 people?

We are unable to permit more than 2 people per organization due to the size and style of ANDE's annual conference. We have capacity for about 250 attendees and run a 280+ membership network. If a third colleague would like to attend, they may reach out to Danielle Snowden and be placed on a waiting list. We will be in touch closer to the conference to notify those on the waiting list as to whether we have room to admit them to the conference.

I'm interested in sponsoring the conference. Who do I talk to about this?

You may contact Brianna Allen (brianna.allen@aspeninst.org), ANDE's Development Associate to discuss sponsorship opportunities. Sponsoring the Annual Conference is a great way for your organization to promote your brand, create awareness about your work, and have a more active role in shaping the agenda. It also goes a long way in supporting ANDE's emerging market members to attend the conference. Last year, 35 attendees were able to attend with the help of our generous sponsors.

When does the conference begin and end exactly?

The conference officially begins at noon on Tuesday, October 2 (with optional early track meetings taking place in the morning). The conference ends around 2pm on Thursday, October 4.

I can only come for a day to the conference. Can I still attend without paying for registration?

Unfortunately, we are unable to allow registrants to attend without paying for registration. However, if you are unable to attend for the full conference but would still like to join without registering and have colleagues that are already attending, you may swap days with them. If you decide to share attendance with a colleague, you must 1) [let us know that you will attending in your colleague's place](#) for a portion of the conference, as well as **pay the 2) [Non-hotel Guest Conference Services Fee](#)** for the relevant days that you will be joining.

Who is coming to the conference?

You may find a list of registered attendees on the event page at any time. When our conference networking platform is launched this summer, you may also search for attendees by sector/geography and reach out directly to set up meetings and plan your personal agenda for the conference.

What does the agenda look like for the conference?

As the agenda begins to develop, we will offer a “draft agenda” version on the main event page. When ready, it will also become available on our conference networking app for attendees to begin planning

and signing up for sessions they would like to attend. Please note that session times and titles are subject to change, and the final version will be posted shortly before the conference. To get a sense of what the agenda will look like, please review the [ANDE Annual Conference 2017 Agenda](#).

My organization wants to have a speaking role at the conference – how can we get involved?

ANDE will be accepting session ideas until May 14. In the session idea form, please also list potential speakers and moderators. We will take the suggestions into consideration when finalizing lead discussants for breakout sessions in the agenda. The ANDE conference is designed to be highly participatory and discussion based for all attendees – regardless of whether you have a formal role on the agenda.

When will I find out if my session idea was selected?

If your session idea is accepted, you will be notified at the end of June. We cannot guarantee that your session idea will be selected, but we will review each idea with careful consideration. We also may combine different ideas from similar submissions.

When will I find out if I received a scholarship?

Scholarship applicants will be notified in late June/early July.

I've received a scholarship for free registration to the conference. How do I register?

Scholarship recipients will receive a discount code to sign up for the conference free of charge. It will be emailed to the scholarship recipient upon receiving the necessary paperwork. If you've received a scholarship for *lodging*, then you do not need to book a room with Tarrytown House Estate. ANDE will reserve your room for you. Scholarship recipients will be paired with a roommate and sleep in a room with two double beds.

If I receive a scholarship, does it count towards one of the two attendee slots that my organization gets for the conference?

Yes, if you receive a scholarship, you will count as one attendee for your organization.

Do scholarships cover the cost of airfare?

Unfortunately, scholarships do not cover the cost of airfare. They can potentially cover up to the cost of registration and lodging.

Can I request to have a roommate during the conference to reduce my accommodation costs?

Yes, certainly. If you're interested in being paired with a roommate, but not sure who to ask, email danielle.snowden@aspeninst.org and we can help pair you with a fellow ANDE member who is also looking for a roommate. If you do have someone in mind, feel free to contact them directly and purchase a double room to split the cost with them.

Do I get a complimentary pass to the conference if I am a speaker?

Unfortunately, we are unable to offer plenary and breakout session speakers a free pass to the conference. If you are speaking at the conference on a plenary or during a breakout session, you must register for the conference and reserve your accommodations.

How do I get to the venue?

Tarrytown House Estate is located 15 minutes from Westchester Airport (HPN), 27 miles from LaGuardia Airport (LGA), and 36 miles north of Kennedy International Airport (JFK).

We encourage you to communicate with other attendees beforehand to arrange carpools if you have a long taxi cab ride to the resort. You may connect with them directly via our networking app, that we will launch this summer.

What does the room rate at Tarrytown House Estate include?

Like many other conference facilities, the nightly rate includes lodging as well as meals and use of select conference facilities. If you are interested in sharing a room, but do not have a roommate, contact danielle.snowden@aspeninst.org and we can help you find someone to share with. A single room rate is \$325/night.

What is a “Non-hotel Guest Conference Services Fee”? Do I need to buy one?

A Non-Hotel Guest Conference Services Fee is required for all attendees that are **NOT** staying at Tarrytown House Estate. If you are commuting in, or staying elsewhere, then you will need to purchase a Non-hotel Guest Conference Services which is \$110 for the half days and \$160 for the full day. You will also need to pay the regular registration fee. Both are **required** for attendees that are not staying at the venue.

I need a VISA letter to attend the conference. How can I get one?

If you need an invitation letter to help acquire a visa, contact Danielle Snowden (danielle.snowden@aspeninst.org) and include your passport number, organization and professional title.

I have a report that I'd like to share with other members at the annual conference. What opportunities are there to present?

There will be an opportunity for organizations to briefly share top findings from recent reports. If you'd like to share a report that your organization has recently published, contact (carlson.giddings@aspeninst.org) with your contact information, organization, report title, and 1-2 sentence description.

I know someone who could speak on particular topic at the conference, but they are not a member. Can they attend and speak?

Most attendees at ANDE's annual conference are ANDE members, as it is also a member meeting. We do not typically give speaking slots to non-ANDE members; however, it is not impossible if a strong case is made for the speaker to contribute to the conversation.

Have more questions? Email danielle.snowden@aspeninst.org. The FAQs will periodically be updated as we receive more inquiries.