

## ANNUAL CONFERENCE FAQs

### REGISTRATION

#### **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 275 attendees and run a 290+ membership network. If a third colleague would like to attend, they may reach out to our events management company Scott Circle ([andeannualconference@scottcircle.com](mailto:andeannualconference@scottcircle.com)) to be placed on a waiting list. We will be in touch closer to the conference to update those on the waiting list about their status.

#### **I am not an ANDE member – 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 Scott Circle ([andeannualconference@scottcircle.com](mailto:andeannualconference@scottcircle.com)) to be placed on a waiting list. If you are interested in becoming a member, please review our [membership brochure](#). If you would like to discuss further, contact our Senior Program and Membership Coordinator Carly Giddings ([carlson.giddings@aspeninstitute.org](mailto:carlson.giddings@aspeninstitute.org)).

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

We are unable to allow registrants to attend without paying for registration; however, if you are unable to attend the full conference, but would still like to join without registering and have colleagues who 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 can find a list of registered attendees on the event page at any time. When our conference networking app Whova is launched this summer, you may also search for attendees by sector/geographic region and reach out directly to set up meetings and plan your personal conference agenda.

#### **I know someone who could speak 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.

### AGENDA

#### **When does the conference begin and end?**

The conference officially begins at noon with a networking lunch on Tuesday, September 24, with optional early track meetings taking place in the morning. The conference ends around 1:30pm on Thursday, September 26. Depending on your travel plans, your reservation could begin Monday, September 23 in the evening.

### **What does the agenda look like?**

As the agenda begins to develop, we will post a draft agenda on the main event page. The agenda will also be 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.

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

ANDE will be accepting session ideas until May 6. 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.

### **I have a report that I would like to share with other members at the annual conference. Are there opportunities to present?**

There will be an opportunity for organizations to briefly share top findings from recent reports. If you would like to share a report that your organization has recently published, contact Maegen ([maegen.smith@aspeninstitute.org](mailto:maegen.smith@aspeninstitute.org)) with your contact information, organization, report title, and 1-2 sentence description.

### **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 carefully review each submission. We also may combine ideas from similar submissions.

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

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, please register for the conference and reserve your accommodations online.

## **SPONSORSHIP**

### **I am interested in sponsoring the conference. Whom should I contact?**

Thank you in advance for your consideration! You may contact ANDE's Senior Partnerships Associate Brianna Allen ([brianna.allen@aspeninstitute.org](mailto:brianna.allen@aspeninstitute.org)) 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, 50 attendees were able to attend with the help of our generous sponsors. Please review our [sponsorship brochure](#).

## **SCHOLARSHIPS**

### **When will I find out if I received a scholarship?**

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

### **I have 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 receipt of the necessary paperwork. If you have received a scholarship for lodging, you *do not* need to book a room with Westfields Marriott. ANDE will reserve a 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?**

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

**I already registered for the conference without applying for a scholarship. Can I be refunded and granted a scholarship?**

We do not offer refunds. You may still apply for the lodging scholarship that would cover hotel costs. Alternatively, if you have another colleague attending the conference who has not yet registered, they may apply for a full scholarship instead.

**TRAVEL AND LODGING**

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

Yes, certainly. If you are interested in being paired with a roommate, but not sure whom to ask, email Scott Circle ([andeannualconference@scottcircle.com](mailto:andeannualconference@scottcircle.com)), and we can help pair you with another 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.

**How do I get to the venue?**

Westfields Marriott is located 9 miles from Dulles International Airport (IAD) and 29 miles from Ronald Reagan Washington National Airport (DCA).

We encourage you to communicate with other attendees beforehand to arrange carpools. You may connect with them directly via our networking app which will be launched this summer. Rideshare companies also operate from each airport.

**What does the room rate at the Westfields Marriott include?**

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, please contact Scott Circle ([andeannualconference@scottcircle.com](mailto:andeannualconference@scottcircle.com)). A single room rate is \$329/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 who are **NOT** staying at Westfields Marriott. If you are commuting in, or staying elsewhere, then you will need to purchase a Non-Hotel Guest Conference Services pass which is \$99 plus tax for the half days and \$139 plus tax for the full day. You will also need to pay the regular registration fee. Both are **required** for attendees who are not staying at the venue and cover fees for meals, parking, and other conference needs. We appreciate your understanding.

**I need a visa letter to attend the conference. How can I obtain one?**

If you need an invitation letter to secure a visa, please contact Scott Circle ([andeannualconference@scottcircle.com](mailto:andeannualconference@scottcircle.com)) and include your passport number, organization, and professional title.

*If you have additional questions, please email [maegen.smith@aspeninstitute.org](mailto:maegen.smith@aspeninstitute.org). The FAQs will be periodically updated as we receive more inquiries.*