



AN ABAI CHAPTER AFFILIATE

2023 Conference Workshop Submission Information

San Antonio, TX

Table of Contents

Conference Overview	3
Dates	3
Overview	3
Hours for Workshops	3
Room Capacity	3
Venue Information	4
Conference Venue and Hotel	4
Dining	4
Parking	4
Airport Transportation	4
Workshop Rules and Regulations	5
Appendix A Survey Monkey Questionnaire (informational only, applications made online)	7

Conference Overview

Dates

Thursday, April 27, 2023 – Sunday, April 30, 2023

Overview (all times are approximate)

Thursday pre-conference workshops, conference setup, and exhibitor setup during the day. Exhibitor exposition/welcome event in the evening 6:00-9:00 pm.

Friday plenary session 8:00 am -9:00 am followed by 6 tracks from 9:15 am – 5:15 pm. The evening has a poster session from 5:30 pm – 7:30 pm.

Saturday plenary session 8:00 am -9:00 am followed by 6 tracks from 9:15 am – 5:15 pm. The evening has the awards ceremony from 5:30 pm – 6:30 pm and the TxABA Social in the evening.

Sunday State of the Organization 8:00 am -9:00 am followed by the professional track 9:15 am - 12:15 pm.

Hours for Workshops

Thursday, April 27, 2023. Workshop should be either 3 or 6 hours in duration.

AM Time Slot: 9:00am – 12:00 pm

PM Time Slot: 1:30 pm – 4:30 pm

Room Capacity and Information

We have some flexibility with the workshop rooms this year. We have four rooms total that each hold 30 - 35 individuals in a classroom style room. The rooms can be combined to have two rooms that accommodate larger workshops up to 55 individuals each in a classroom style. We will select and assign workshops according to anticipated attendance.

Workshops will be held in-person and at this time will not have a live stream option. TxABA will provide AV for the room to include a podium, microphone, and screen. In your application, please let us know if you would require additional AV equipment or have specifications.

Venue Information

Conference Venue and Hotel

Hyatt Regency San Antonio Riverwalk

123 Losoya Street, San Antonio, TX 78205

214-651-1234

Dining

- Thursday, April 21, 2022 Lunch is on own
- The hotel [has several dining venues](#) available

Parking

Valet and self-parking options [are available at the hotel venue.](#)

- Self-parking
 - Overnight guests: \$43 + tax
- Valet parking
 - Overnight guests \$55 + tax

Airport Transportation

San Antonio International Airport

Travel distance to hotel: 9 miles

No shuttle between hotel and airport

Workshop Rules and Regulations

Workshop Selection Process

There is limited space for workshops at the TxABA conference. The TxABA Program Committee will review all workshop submissions and make selections. Please complete the Survey Monkey questionnaire, which includes uploading your CV. If you wish to submit more than one workshop, each workshop requires its own Survey Monkey questionnaire.

Survey Monkey questionnaire link: <https://www.surveymonkey.com/r/PYD6L26>

Please see Appendix A for a copy of the SurveyMonkey questionnaire to assist in submission preparation

Timeline

Call for proposals – September 12, 2022

Submission deadline – October 17, 2022

Program committee review – October 18-25, 2022

Program Committee Final Decisions – October 25, 2022

Notification to Selected Presenters – October 26, 2022

Announcement of Workshops and Registration opens – November 1, 2022

Registration will remain open until the workshop reaches capacity or March 30, 2023. On March 30th, the workshop instructor and TxABA may decide to keep registration open until the end of the late conference registration period

Cancellation

At the end of March 2023, TxABA will communicate with instructors how many individuals have registered for the workshop. At that point in time the instructor or TxABA may determine to cancel the workshop if less than 5 individuals have registered.

Materials

Instructors are responsible for providing materials to attendees. TxABA recommends that materials be provided electronically to attendees two weeks prior to the workshop. TxABA will provide the workshop instructor with the email addresses of the members who have

Workshop Room

Workshop rooms will have standard presentation equipment including screen and projector. TxABA is contracting with the hotel to provide AV equipment. Instructors are responsible for bringing their own computer.

Workshop Instructor Payment Formula

Registration for TxABA Members is \$80 for 3-hour workshops and \$150 for 6-hour workshops. Non-Members registration is \$120 for 3-hour workshops and \$225 for 6-hour workshops. TxABA will pay the

workshop instructor 40% of each non-refunded workshop registration fee. Cancellations and refunds will follow TxABA's general policies <https://txaba.org/terms/>

For example, if there were 15 members ($15 \times \$80 = \$1,200$) and 2 nonmembers ($2 \times \$120 = \240) who registered and paid for a 3-hour workshop then TxABA would pay \$576 to the workshop instructor ($(\$1200 + \$240) \times 0.4 = \$576$).

Code of Conduct

All workshop instructors are expected to adhere to the [BACB Ethics Code for Behavior Analysts](#), [ABAI Ethics and Diversity Policy](#), and [ABAI Sexual Harassment Policy](#).

TxABA Contact Information

Email questions to: txaba@txaba.org



AN ABAI CHAPTER AFFILIATE

TxABA 2023 Workshop Submission

Please complete the following information and upload your CV at the end. The program committee will review all applications to select workshops for the available spots. Please review the TxABA Workshop Submission Information and send any questions to txaba@txaba.org.

* 1. Instructor contact information.

Name	<input type="text"/>
Company/Affiliation	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	<input type="text"/>
ZIP/Postal Code	<input type="text"/>
Country	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

2. Name of co-instructors for workshop. (optional)

* 3. Title of workshop.

4. Audience size anticipated (Individual room capacity is a max of 30-35 or combined rooms for 55 max).

5 55

* 5. Workshop duration: Workshops may be either 3-hours or 6-hours in length. If you wish to submit two different 3-hour workshops then please fill out another questionnaire for the second workshop.

- 3 hours
- 6 hours

* 6. Workshop description/abstract.

* 7. Content area.

- Practice
- Theory
- Methodology
- Profession

* 8. Do you agree to design the content of the workshop to go "beyond the current BCBA Task List and BCaBA Task List, be behavior-analytic in nature, be designed for attendees with a behavior-analytic background, and reflect current and accurate content" per the BACB ACE Handbook page 2.

- Yes
- No

* 9. Learning objectives: Should be behaviorally written (objective), identify new skills beyond those required to become certified, and feasible to accomplish. Please include 2 learning objectives for the first hour then at least one learning objective for each remaining hour of the workshop (e.g., 3-hour workshop should list a minimum of 4 learning objectives and a 6-hour workshop should list a minimum of 7 learning objectives).

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.

* 10. Workshop activities. Please select all that apply.

- Lecture
- Small Group Activities/Breakout
- Guided Practice
- Frequency Building
- Large Group Discussion
- Targeted Reading
- Videos
- Other (please specify)

* 11. Does this workshop count as Ethics CEUS?

- Yes
- No

12. If Ethics, please list sections of the ethics code covered.

* 13. Does this workshop count as Supervision CEUs?

- Yes
- No

14. If Supervision, provide rationale.

* 15. How does instructor qualify as CE instructor?

- BCBA/BCBA-D
- Have doctorate and substantial, formal training in behavior analysis
- Current graduate student who has completed a master's degree program and is enrolled in a behavior-analytic doctoral program

* 16. Please list and describe any funding received for this submission and any potential conflict of interest such as commercial support, royalties for resources mentioned, of any other perceived conflict of interest. Please indicate if there are none.

* 17. Do you agree to abide by the BACB Ethics Code for Behavior Analysts, ABAI Ethics and Diversity policy, and ABAI Sexual Harassment policy?

- Yes
- No

18. Please upload your CV

 No file chosen

Thank you! The Program Committee will get back to you on October 26, 2022 regarding selections.