

# **2024 Pre-Conference Workshop Submission Information**

April 11-14, 2023

Royal Sonesta Galleria  
2222 West Loop S.  
Houston, TX 77027



# Texas Association for Behavior Analysis

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# Texas Association for Behavior Analysis

## Conference Overview

### Dates

Thursday, April 11, 2024 – Sunday, April 14, 2024

### Overview (all times are approximate)

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

**\*Thursday the OBM Network will be hosting their conference (separate registration) parallel to the TxABA Workshops**

**Friday** 6 tracks from 9:00 am – 5:00 pm. Potential plenary session at 8:00 am. The evening has a poster session from 5:30 pm – 7:30 pm.

**Saturday** 6 tracks from 9:00 am – 5:00 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 11, 2024. Workshop should be either 3 or 6 hours in duration. Please be prepared to be scheduled for either AM or PM time slot. Times are approximate and will be finalized when acceptance is announced.

AM Time Slot: 9:00am – 12:00 pm

PM Time Slot: 2:00 pm – 5:00 pm

### Room Capacity and Information

We have some flexibility with the workshop rooms this year. We have rooms that each hold 35 or 70 individuals in a classroom style room. We will select and assign workshops according to anticipated attendance.

Workshops will be held in-person. Please indicate in your submission if you would like to offer a hybrid workshop with a live stream option. We will confirm hybrid option upon acceptance. Previous years, live stream attendance was less than 5 per workshop.

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. Additional AV equipment requests may be the responsibility of the workshop instructor depending on cost.



# Texas Association for Behavior Analysis

## Venue Information

### Conference Venue and Hotel

[Royal Sonesta Galleria](#)

2222 West Loop S., Houston, TX 77027

713-627-7600

### Room Block

- TxABA room block rate for single and double occupancy is \$149.99 plus taxes and fees.
- Room block should be open by September 1, 2023

### Dining

- Thursday, April 11, 2023 Lunch is on own
- The hotel has [restaurant and room service available](#) and is in close proximity to [many restaurants](#)

### Parking

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

- Self-parking
  - Overnight guests: \*\$15 + tax
  - \*50% discount for overnight self-parking, may increase if their parking fees increase prior to the conference
- Valet parking
  - Overnight guests \$40 + tax

### Airport Transportation

George Bush Intercontinental Airport

Travel distance to hotel: ~25.8 miles

No shuttle between hotel and airport

William P. Hobby Airport

Travel distance to hotel: ~16 miles

No shuttle between hotel and airport



# Texas Association for Behavior Analysis

## 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, bio, and headshot. 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/B7JBWH9>

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

### Timeline

Call for proposals – August 7, 2023

Submission deadline – October 1, 2023

Program committee review – October 2023

Notification to Selected Presenters by November 1, 2023

Workshop Registration opens beginning of November 2023

Registration will remain open until the workshop reaches capacity

\*TxABA will send monthly updates of workshop registrants

\*TxABA will communicate with workshop instructor as we get closer regarding keeping registration open up to the conference and if on-site registration is feasible due to materials

### Cancellation

At the beginning of March 2024 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 10 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 individuals who have registered.

### Workshop Room

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



# Texas Association for Behavior Analysis

## 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](mailto:txaba@txaba.org)

## TxABA 2024 Workshop Submission

### Presenter Information

**Please complete the following information, including uploading CVs, Bios, and Headshots. 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](mailto:txaba@txaba.org).**

\* 1. Primary Instructor contact information.

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

\* 2. Please upload the CV for the primary instructor

No file chosen

\* 3. Please upload a bio for the primary presenter

Please keep bio to under 250 words

No file chosen

\* 4. Please upload a headshot for the primary instructor

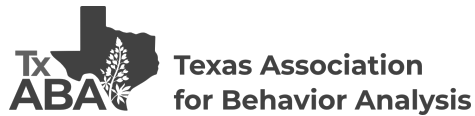
Please keep your bio to under 250 words

No file chosen

\* 5. Will you have co-presenters?

☐ Yes

☐ No



## TxABA 2024 Workshop Submission

### Additional Presenter Information

**Please provide information on any co-presenter(s) you will have at the conference. The bios and headshots are to allow us to move quickly in entering your information into our system if your workshop is selected.**

6. Please enter the following information for presenter #2 if applicable

Name

Company

Email Address

7. Please upload the CV of presenter #2 if applicable

Choose File

Choose File

No file chosen

8. Please upload a bio of presenter #2 if applicable

Choose File

Choose File

No file chosen

9. Please upload a headshot of presenter #2 if applicable

Choose File

Choose File

No file chosen

10. Please enter the following information for presenter #3 if applicable

Name

Company

Email Address

11. Please upload the CV of presenter #3 if applicable

Choose File

Choose File

No file chosen



12. Please upload a bio of presenter #3 if applicable

Choose File

Choose File

No file chosen

13. Please upload a headshot of presenter #3 if applicable

Choose File

Choose File

No file chosen

14. Please enter the following information for presenter #4 if applicable

Name

Company

Email Address

15. Please upload the CV of presenter #4 if applicable

Choose File

Choose File

No file chosen

16. Please upload a bio of presenter #4 if applicable

Choose File

Choose File

No file chosen

17. Please upload a headshot of presenter #4 if applicable

Choose File

Choose File

No file chosen



Texas Association  
for Behavior Analysis

## TxABA 2024 Workshop Submission

### Workshop Information

\* 18. Title of workshop.

19. Audience size anticipated. We have rooms that hold 35 or 70 individuals depending on the room setup.

5

70

☐

\* 20. 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

\* 21. Workshop description/abstract.

\* 22. Content area.

- ☐ Practice
- ☐ Theory
- ☐ Methodology
- ☐ Profession
- ☐ Science

\* 23. 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

\* 24. 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).

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12.	

\* 25. 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)

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\* 26. Does this workshop count as Ethics CEUS?

- ☐ Yes
- ☐ No

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

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\* 28. Does this workshop count as Supervision CEUs?

- ☐ Yes
- ☐ No

29. If Supervision, provide rationale.

\* 30. 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

\* 31. 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.

\* 32. 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

\* 33. Do you agree to the TxABA Workshop Instructor Payment Formula? Registration for TxABA Members is \$80 for 3-hour workshops and \$150 for 6-hour workshops. NonMembers 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/>

- ☐ Yes
- ☐ No

34. Any additional information you would like the TxABA Program Committee to know when considering your workshop.

Thank you! The Program Committee will get back to you by November 1, 2023 regarding selections.