



## FAQs – NABT 2023 Annual Professional Development Conference

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### **What are the dates of the conference?**

- Thursday, November 2 – Sunday, November 5, 2023

### **When will registration open for this conference?**

- Registration opens Thursday, April 13th, 2023, at 12:00 AM



### Where is the conference being held?

#### Baltimore Marriott Waterfront

700 Aliceanna St  
Baltimore, MD 21202  
(410) 385-3000

### How can I make a hotel reservation?

- Call the hotel at (410) 385-3000 and tell the reservation office you are attending the NABT conference to receive the special conference rate.
- Go to the NABT website, click on Events from the top menu, scroll down to the Registration Details section, then click on the "Make a Reservation" link (<https://book.passkey.com/event/50482130/owner/3649/home>).
- The NABT room rate is \$205 per night plus tax, single and double occupancy.

### What airports serve this hotel?

- The Baltimore Marriott Waterfront is located 12 miles from Baltimore/Washington International Airport (BWI). **This hotel DOES NOT offer shuttle service to either airport.** Driving directions from the airports, and additional transportation options, are available on the [hotel's website](#)

### Is there complimentary parking at the hotel?

- No. The hotel has a convenient parking structure attached and has valet parking as well.

### Who should I call if I have questions?

- Sponsor/vendor contact is Mr. Brian Marks at MCI Baltimore / 410-584-1900 / [brian.marks@wearemci.com](mailto:brian.marks@wearemci.com).
- Conference registration questions – [conference@nabt.org](mailto:conference@nabt.org) or at 888-501-6228.
- Cancellation of registration – send written request to NABT at [conference@nabt.org](mailto:conference@nabt.org)

### Important conference dates at-a-glance

- Presentation submissions due **April 1, 2023**.
- Notifications of acceptance (to primary presenter) **May 15, 2023**.
- Accepted proposal presenters must register by **May 31, 2023**.
- **Early registration ends on July 31, 2023**.
- **Advance registration ends on October 27, 2023** (*Paper registrations must be postmarked 10/27 or earlier to receive advance registration pricing upon receipt by the NABT office.*)
- Last day to request (in writing) a registration refund (non-presenters) is **October 27, 2023**.
- **Onsite registration will be available November 2, 2023**.



### What's included with my registration?

- All registration types include access to regular sessions and receptions. Exhibitors, Sponsors, Honorary Luncheon Only, and Non-teaching Guest registrants will not receive an attendee bag or materials.

### Can I register a group of teachers to attend?

- Yes, Dept secretaries/administrators will be able to register groups of teachers. Please contact us at [conference@nabt.org](mailto:conference@nabt.org) to find out if you qualify for a group discount. Unique information for teachers being registered includes: email address, cell phone #, Emergency Point of Contact (EPOC) person's name and cell number, dietary restrictions/special needs, NABT member status (& ID), and whether they want to opt-out of sharing contact details with exhibitors (that they visit during the conference). For faster registration processing, this information should be collected from teachers prior to completing the online forms.

### How do I rejoin/renew my membership AND register for the conference (non-member opportunity)?

- o Go to the [member.nabt.org](http://member.nabt.org) and renew your membership FIRST, then
- o Click Continue Shopping and
- o Select the 2023 Conference registration link
- o Follow the on-screen prompts
- If you have any questions, contact us at [office@nabt.org](mailto:office@nabt.org)

### Conference refund policy/Cancellation policy

- If you must cancel for any reason, please **notify NABT in writing by October 27, 2023**. A \$15 handling fee will be assessed for all refunds. *No refunds will be made after October 27.*  
**Registration fees for program participants are not refundable at any time.**
- Can I transfer my registration if I can't attend? Yes; contact [conference@nabt.org](mailto:conference@nabt.org).

### What if I need to change my presentation?

- Contact NABT at [conference@nabt.org](mailto:conference@nabt.org).

### I have been accepted as a presenter, do I need to pay for my registration?

- Yes. All presenters are required to pay for their registration to the NABT conference by July 31.



**I will be attending the conference as a representative for an Exhibitor/Sponsor, do I need to register?**

- Yes. Everyone who will be in on-site in Baltimore must have a registration on file. The primary contact for each Exhibitor/Sponsor will receive an email from MCI with instructions for how to register attendees.

**What if my session proposal is accepted, but I don't get funding from my school to attend?**

- Please notify NABT staff ASAP at [conference@nabt.org](mailto:conference@nabt.org) if you are unable to present. If you have another presenter lined up to lead the presentation, please forward their information to [conference@nabt.org](mailto:conference@nabt.org).

**If my session proposal is accepted, when will I be notified about room assignments and set up information?**

- Primary presenters will be notified by August 1, 2023.

**Do I have to be a NABT member to submit a session proposal?**

- The opportunity to present is open to members and non-members.

**I live outside of the U.S. and need a letter before my visa will be approved.**

- Requests will be reviewed on a case-by-case basis and if determined appropriate, NABT will provide an invite letter to the requester.

**I'm receiving an award at the Honors Luncheon. How do I register for this event?**

- Award recipients will be contacted with instructions on registration for themselves and their one (1) complimentary guest.

**Can I volunteer at the conference?**

- If NABT offers any volunteer opportunities, they will be announced in early autumn.