Call for Sessions Q&A

- **How can I submit a session?**
  It is recommended to submit via the online Call for Session link. If you are unable to do so, you may download a word version of the application form and submit by e-mail to sarah@fcaaids.org.

- **Do my proposed speakers need to be finalized before submitting a proposal?**
  We require a proposed list of speakers when you submit a session proposal, but that information doesn't have to be finalized until October if your session is accepted. If accepted, we encourage you to confirm and arrange logistics for any international speakers as early as possible to ensure time for any required visa or passport needs. To that end, FCAA is also happy to provide any required letters of invitation or documentation.

- **What is the timeline for the Call for Sessions:**
  The deadline for submissions is 9 August. FCAA staff and Program Committee will review each proposal to finalize the program in mid-August, and you will be notified by the end of the month if you are accepted. If yes, you have until October 1st share your finalized session description, speaker list and bios, and any additional technical needs or issues.

- **If my session is selected, what can I expect?**
  If your session is selected, FCAA will contact you to confirm your interest and next steps, as well as the proposed timing/schedule of your session. We will also schedule a first call with you to review all the session details, the Summit timeline, and answer any questions. FCAA staff will also be available as needed to help develop and finalize any content or logistical aspects of your session.

- **What if my session isn't selected?**
  Presenters of sessions not chosen for the Summit may be offered the opportunity to present their topic as part of FCAA's ongoing funder briefings. These sessions will be limited to 75 minutes and scheduled at a mutually convenient time.

- **What else will I be responsible for as a session organizer?**
  You will be responsible for overseeing the design and implementation of your session, including inviting and prepping speakers. You will also be responsible for getting the required information and content to FCAA as per the Summit deadlines. Your organization will also be responsible for covering all the expenses related to organizing the session (including community/non-funder speaker travel, accommodations, and honorariums, etc.).

- **Do I need to pay the registration fee for the conference if I am a speaker?**
  All funders participating in the session – as panelists or organizers – will pay a discounted registration fee. All community/non-funder speakers may register for free. Please note, all funders participating in the session are responsible for covering their own registration and travel fees. If a funder cannot cover their own registration, it is the responsibility of the session sponsor. Registration codes will be shared with speakers and organizers as part of the confirmation process.

  Registration Fees:
  - Members from high-income countries: $600
  - Non-members from high-income countries: $850
  - Members and non-members from low- and middle-income countries: $400
  - Funder Speakers: $150 discount
  - Community/Non-Funder Speakers: Free

- **How much should I budget for lodging?**
  FCAA has arranged for a room rate of $179/night (plus tax) at the Washington Plaza Hotel from Sunday the 26th through Tuesday the 28th.

- **Can FCAA help us pay costs of registration and speaker travel?**
  FCAA cannot commit to supporting speakers but are hoping to have a limited number of scholarships to support participation for those who might not be able to otherwise attend. If you have concerns about meeting the financial responsibilities of sponsoring a session, please note that on the submission form or contact Sarah Hamilton at sarah@fcaaids.org to discuss further.

- **If my speakers are not from a funding organization, can they still participate in the rest of the Summit?**
  Invited speakers who are not funders – or otherwise eligible for FCAA membership – are welcome to stay for and participate for the entire Summit, unless specific sessions are designated as "funder only."

- **When will registration open?**
  Registration will open in early September.